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ABSTRACT

For the benefit of students at San Diego State University, a guide lists basic types of information sources, showing how to research both familiar and unfamiliar subjects, and helps locate needed materials efficiently. Explanations are included of the card catalog, periodical indexes, newspaper indexes, general reference sources, book reviews, government publications, and microforms and other nonbook materials. A physical description of the library is included. A final section explains how to prepare an annotated bibliography. (SK)

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HOW TO USE THE LIBRARY

BY

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AND

CHARLES DINTRONE

MALCOLM A. LOVE LIBRARY
SAN DIEGO STATE UNIVERSITY

1974

IR 001 679

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PREFACE

To many a student, using a university library is like trying to shop in a large, unfamiliar supermarket. He knows the material he needs must be somewhere, but how can he locate it without wandering around aimlessly? It is unfortunate, but for all too many students the words "library" and "frustration" are nearly synonymous. With this guide, we hope to help you make the time you spend in the library less frustrating and more productive.

The guide has been written with three goals in mind. The first is to acquaint students with the basic types of information sources the library has to offer. The second, to teach students to design and carry out research strategies for exploring both familiar and unfamiliar subjects in the library. The third, to help students locate needed materials efficiently. It is our hope that this manual will help you to make maximum use of the people and books in our library.

ACKNOWLEDGMENTS

We wish to thank Patricia Moore, who prepared a substantial part of Chapter 1.

We are also very grateful to Johnnie Phillips, who wrote Chapter 2 of this manual.

We thank Gordon Samples, who prepared the appendix to Chapter 6.

And last, but far from least, we would like to thank William J. Pease, our editor, for his efforts in getting this manual into its final form.

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1. INTRODUCTION TO THE LIBRARY

The academic library selects, prepares and interprets the library's resources for the academic community. It provides the opportunity for independent learning experiences and for simple and complex research. Classroom and library combine in the student's search for knowledge by providing the main avenues for the learning experience.

Each library is unique in its physical layout, collections and services, and policies and procedures. To use any library effectively, the student needs a knowledge and an understanding of these types of information.

I. MALCOLM A. LOVE LIBRARY: PHYSICAL DESCRIPTION

A. Second floor (main floor where one enters the Library)

The key functions of the library are located here - the card catalog, the circulation desk, the basic reference area. The main card catalog acts as an index to the library's main collection (exceptions include government publications, archival materials, pamphlet files, and instructional materials housed in Education Resource Center). The Research and Reference Department contains the basic reference area and gives assistance for almost all fields of knowledge. Government Publications, Education Resource Center, and Sciences and Engineering Library have separate reference services.

The Central Circulation Department handles all aspects of charging (checking out), searching and discharging stack books. It defines and administers loan periods, fines, and general policies relating to the circulation of books (see below).

The Memorial Collection Room, also found on the second floor, holds about 1,300 donated books of a general cultural nature. The main collections are the Edward A. Block and the Herluf Brydegaard. These collections are listed in the main card catalog with the cards stamped Memorial Collection. These books may circulate. Also located in the Memorial Collection Room are the newly cataloged books for the library.

The other services on the second or main level are Interlibrary Loan and the Library Information Desk. By agreement with other institutions, the library may borrow their materials. However, this service is limited to faculty and graduate students. Interlibrary Loan locates other libraries where the materials may be found and arranges the loan.

The Information Desk located in the lobby aids the library user by answering questions about location of materials, library policy and procedures, and by directing users to the pertinent reference areas.

B. First floor (one level below main floor)

1. Current Periodicals Reading Room

All new periodicals with the exception of science journals and government publications (U.S., California, U.N.) are located here. They are arranged by title in alphabetical order. The desk in this room is staffed during most hours the library is open.

2. Newspapers, Microforms and Listening Center

This room contains current newspapers (American and foreign), most microforms and recordings and other non-book materials. For further information, see chapter 8.

3. Lower Division area

Here are located the collection of college catalogs (current and retrospective), the careers file, art prints and some popular and recent periodicals and books. There are counselors on duty in this area at certain times of the day. It is a good place to find recent best sellers.

4. Limited Loan (Reserve)

This is the area where reserve books are kept. Assigned readings for classes and some professors' tests are available. Books are listed by author and professors' name. There is a reading area within the closed stack area but books may be charged by filling out a charge card at the desk. The circulation period varies from 1 hour to 3 days. Recently published popular books are also kept here. Textbooks for most classes can be found in Limited Loan. These last two categories are not necessarily in the main card catalog.

5. Bibliographic preparation

This is where books are ordered, received, cataloged and prepared for use by library patrons. The area is limited to library staff.

C. Third floor

The Department of Government Publications, Special Collections and Archives and books with Library of Congress classifications A - H are located here. For information on government publications, see Chapter 7.

Special Collections and Archives contains two types of materials. Special collections are books and other materials whose value is such as to require special handling and preservation.

Included are very old books and early Western printings, very limited or costly editions, and artistic or erotic publications especially subject to theft. These are cataloged and represented in the main card catalog with the cards marked "Special Collections."

Archives are materials by and about the University (with some material on the San Diego area) and are not usually cataloged except for theses and dissertations. Second copies of theses are located in the stacks and circulate.

Materials from Special Collections and Archives must be used under supervision in the library. The room is not open at all library hours.

D. Fourth floor

Education Resource Center and books with Library of Congress classification J - P are located here.

The Education Resource Center contains a separately cataloged collection of curriculum guides, pamphlets and textbooks. There are 1,400 children's books, the ERIC files (over 100,000 education publications on microfiche), all publications from the U.S. Office of Education and the California Department of Education, standardized tests, sample audio-visual material and special files.

Reference assistance is provided by ERC librarians. A separate charge desk is maintained for checking out and returning all ERC materials. A conference room provides space for orientation lectures to classes and group work with curriculum and instructional materials.

E. Fifth floor

The Sciences and Engineering Library, the Zinner Collection, the Asian Collection and books with Library of Congress classifications Q - Z are located here.

Sciences and Engineering Library includes science reference materials, current science periodicals, geologic and topographic maps and technical reports produced by government contract. A great many science microforms are in the Sciences microform room.

The Zinner Collection, books on astronomy and science, are in this area. Zinner books are cataloged and listed in the main card catalog. Materials may circulate by special permission.

The Asian Collection contains books and bound periodicals in the Chinese, Japanese and Korean languages. It excludes books in art and sciences. It is fully cataloged and represented in the main collection. Cards are marked Asian Collection.

II. LIBRARY INFORMATION

A. Non-reference

1. The library information desk located in the lobby will aid the user in need of general information about the library. Questions about locations of departments, materials and personnel, explanation of policies and rules, and directions to pertinent reference sources are answered here.

2. For the convenience of users, directories have been posted throughout the library. Complete listings of all sections are on the second floor and opposite the elevators on third, fourth and fifth floors. Abbreviated directories are in each elevator. Directories limited to the services on that floor are located at each end of the central areas.

3. There is an events directory on the second floor. All areas have signs either indicating direction or pertinent materials.

B. Reference

When you cannot find a piece of information, or need additional material for research, ask a reference librarian. Reference people will also help you clarify and formulate your question. They will explain and interpret the reference material.

Reference librarians are located at the desk in Research and Reference, Government Publications, Education Resource Center and in the Sciences and Engineering Library. There is also a librarian stationed by the main card catalog, to offer any instruction needed at that point, as well as an assistant at the nearby serials listing.

C. How to locate a book

To find if the library has a book, consult the main card catalog. The card catalog is an index to all the books in the library with the following exceptions: government publications, archival material and the various pamphlet files.

The card catalog is divided into an author-title catalog and a subject catalog.

For further information, see Chapter 2 on the Card Catalog. There is a card catalog information desk to assist you in the use of the main card catalog.

After writing down the complete call number, the next step is to locate the book in the Library. Note if the card contains location information other than the call number. For example, if the call number is PR (Literature) but the card is stamped "Special Collections," the book will be in Special Collections on the third floor rather than

in the "P" section on the fourth floor. For further information about classification, see Chapter 2.

To locate a book, use the full call number reading from left to right and top to bottom. For example, if the call number were HD 6971 D39, begin with H. H is normally on the third floor. HD follows HC, before HE. Then look for HD 6971. The second line (6971) is a whole number. Follow through to the last line. After the letter, D in this case, the third line is decimal. So HD 6971 D39 will be shelved after HD 6971 D38 but before HD 6971 D8. Be sure to follow the call number to the end! If the last line of the call number is "Ref," that would place it out of the regular stacks and in the reference area (Q - Z in Science, other categories on the second floor).

Books (including bound periodicals) with call numbers without a special designation may be found as follows:

A - H are on the third floor.

J - P are on the fourth floor.

Q - Z are on the fifth floor.

Books may not be shelved in the regular stack. If they are not the card catalog will indicate this by location symbols as follows:

1. Special Collections - third floor.
2. Memorial Collections - second floor.
3. Sciences - fifth floor.
4. Ref - shelved in reference collection - second floor.
5. Bibl - shelved in bibliography - second floor.
6. Fo or fol - folio or oversize books which are shelved in the beginning of the shelving area on each floor.
7. Micro - microforms, located in Microforms and Listening Area - first floor.
8. HRAF - Human Relations Area Files located in Microforms and Listening Area - first floor.

III. CIRCULATION PROCEDURES

A. Central Circulation Department (second floor) checks out or charges all library materials from the shelves. Government publications and Education Resource Center charge materials within their area at their own charge-out desks.

1. To check out a book, complete a charge card for each book. These cards and sample cards are placed at the tables adjacent to the circulation counter. Take the book to the counter where the staff will check each book and stamp the due-date in it.

2. To return a book, use any of the return slots in the library or the book returns located throughout the campus.

3. If you cannot locate a book on the shelves:

   a. Recheck the call number.

   b. Check the microform machines which indicate whether a book is in the library or is out in circulation or in some specialized location. The machines are located opposite the Interlibrary Loan office (main floor) and at the circulation service points (all upper floors).

      If the book is already out to another user, you may request that a "hold" be placed on the book. When the book is returned, circulation notifies the user and holds the book.

   c. Check the tables and carrels near the call number area.

   d. Check the circulation service point on the appropriate floor of the stacks. These service points are rooms used to sort books before shelving.

   e. If after repeated searches, the book does not appear, ask the circulation desk to do a search. If they locate the book, they will notify you.

B. Non-circulating. Reference books, periodicals and a few other materials in the stacks will be stamped "non-circulating" and are for use in the library only.

C. Renewals. If you need the book and it is due back, you may renew it provided there are no "holds." The borrower must renew the books in person. There are no telephone renewals.

D. Circulation Department is also responsible for the following activities:

1. Fines. Overdue books are fined at the rate of 15¢ per day. There are also charges for lost books, including the price of the book and a service charge. Overdue letters are sent to patrons as a courtesy reminder if they have books overdue.

2. Security. This involves the turnstiles at the exit, opening and closing the library and the handling of money.

3. Reshelving. The Distribution Section is responsible for discharging books and seeing that they are reshelved.

4. Lost and Found. Items are kept for one week, then forwarded to the Central Lost and Found at Aztec Center.

5. Maintaining duplicating machines throughout the library. There is a change machine (for $1) located near the central circulation desk. Other change may be obtained from the desk. There is also a ditto machine behind the circulation desk for use by library patrons.

6. Limited Loan (see above I, B, 4) and Interlibrary Loan (see above I, A) are also under the control of the Circulation Department.

IV. OTHER LIBRARY SERVICES

A. Typing rooms. There are typing rooms on the first, third, fourth and fifth floors. The typewriters are coin-operated. There are electric and manual typewriters.

B. Copiers. There are at least two coin-operated copiers on each floor of the library. There are Xerox copiers on the first, second and fourth floors. The one located near Education Resource Center is the best one for copying pictures.

C. Telephones. Located by the elevators on every floor excepting the first floor.

D. Blind students. Room 315 on the third floor has machinery to aid the blind students.

E. Group study rooms are located on the first floor.

REVIEW QUESTIONS

1. What key functions of the library are located on the second floor?
2. What areas are located on the first floor?
3. What is Special Collections and Archives and where is it located?
4. What can be found in Education Resource Center?
5. What is the Zinner Collection?
6. How do you locate a book?
7. What are some special location symbols found in the main card catalog?
8. What should you do if you do not find a book on the shelf?
9. What activities other than circulation is the Circulation Department responsible for?
10. What does it mean if the last line of a call number is "folio?" Or "Ref?"

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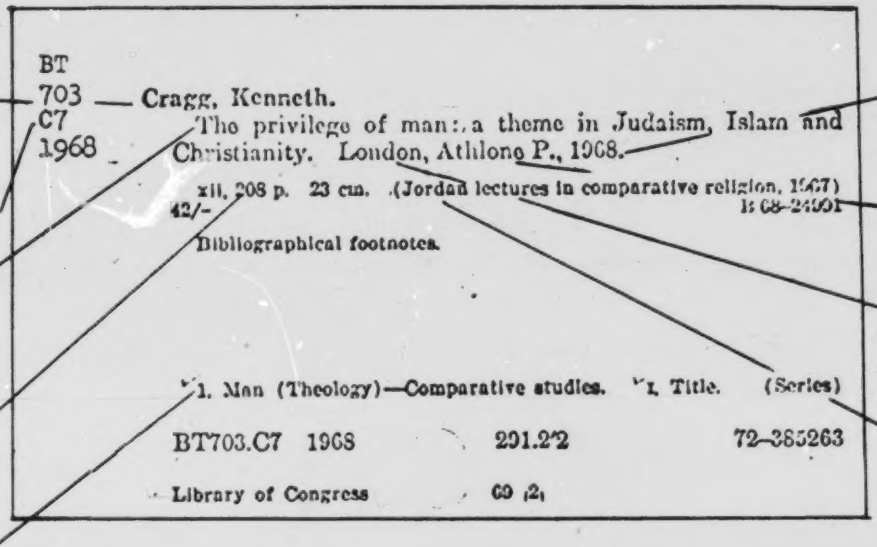
2. THE CARD CATALOG

The card catalog is the main index to the library's collection; books, magazines, newspapers, microfilms, and other materials are all represented by one or more cards in the catalog. Learn to use it fairly well and you eliminate many of your questions about the library. That's why the library makes it so easy for you to find the main catalog. You will find it on the second floor. Walk into the building through the front entrance, take fifteen steps, look to your right and there it is.

If you walk into the catalog area and look at it more closely, you will see that it is divided into two parts: the author-title catalog and the subject catalog. The subject catalog is on your left as you enter the room, while the author-title catalog is on your right. Most of the material in the library is represented in the card catalog by one or more cards, usually author, title and/or subject(s).

The author card is usually the main card and supplies you with much valuable information:


BT
703 — Cragg, Kenneth.
C7
1968
The privilege of man: a theme in Judaism, Islam and Christianity. London, Athlone P., 1968.
xii, 208 p. 23 cm. (Jordan lectures in comparative religion, 1967)
42/-
Bibliographical footnotes.
1. Man (Theology)—Comparative studies. I. Title. (Series)
BT703.C7 1968 291.2'2 72-385263
Library of Congress 69 [2]

Author

Call number

Title

Number of pages

Date of publication

Publisher

Place of publication

Series note

Tracings (tell which cards were made for the catalog)

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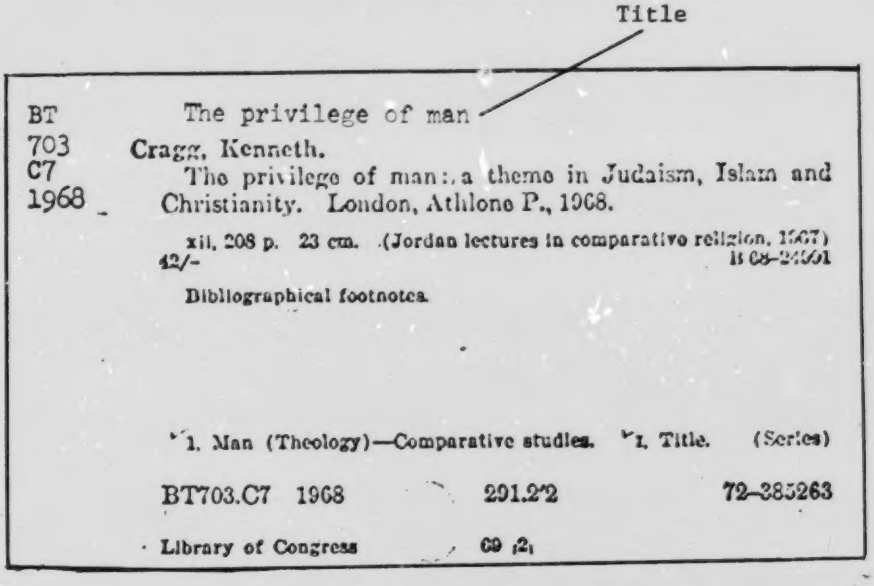
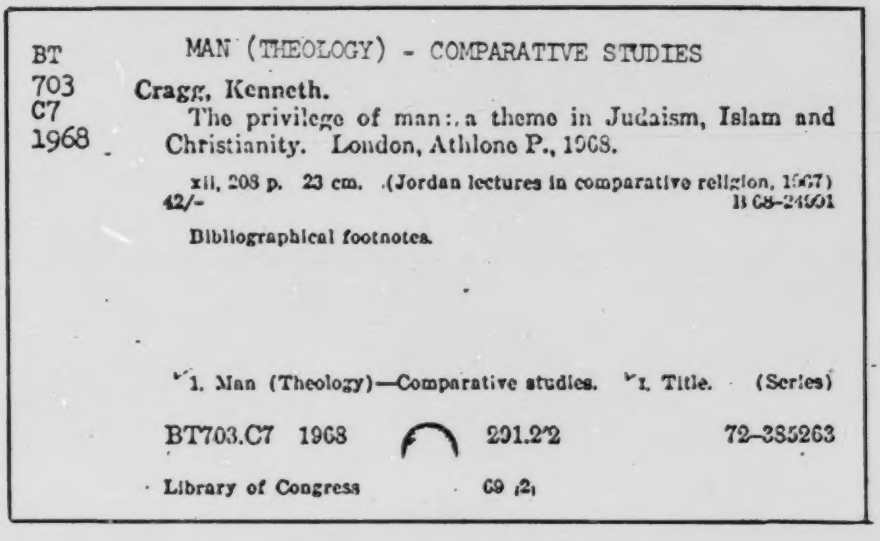
The title card is identical to the author card, except that the title of the book is added to the top of the card. It is then filed alphabetically by title (in this example, under "P" instead of "C").



Subject cards have subject headings added to the top of the cards, then repeat the information on the author card:



Not all main entries are individuals. Some are:

Governmental bodies	HG 653 A5 1968	Canada. Public Archives. Board of Historical publications. Documents relatifs à la monnaie, au change et aux finances du Canada sous le régime francais. Choisis et édités avec commentaires et introd. par Adam Shortt. New York, B. Franklin [1968]
Institutes	KG 19 F6	Ford Foundation. Two African patterns. [New York] 1966. 47p. illus. 18cm.
Organizations	GV 53 N25	National Association of Counties Research Foundation. County parks and recreation; a basis for action. [Edited by Philip Warren, Jr. Washington, Published jointly by National Association of Counties Research Foundation [and] National Recreation Association [1964]
Periodical titles	PN 1993 T6	Today's film maker. v.1- Aug. 1971- Hempstead, N.Y., American film Maker.
Anonymous works	PN 6110 C4 M6 1962	Mother Goose. The annotated Mother Goose, nursery rhymes old and new, arr. and explained by William S. Baring-Gould & Ceil Baring-Gould. Illustrated by Walter Crane [and others] With chapter decorations by E.M. Simon. [1st ed.] New York, Bramhall House [c1962]
Written by so many authors that their names are omitted	E 184 A1 C68	Cracks in the melting pot; racism and discrimination in American history [compiled by] Melvin Steinfield. Beverly Hills, Glencoe Press [1970]

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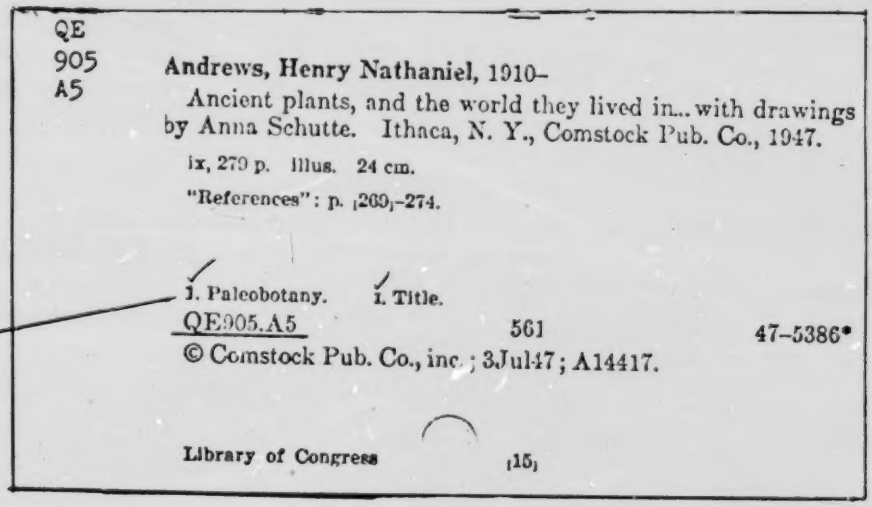
TRACINGS

Tracings indicate which cards have been made for the catalog. However, you can use them to help find material. If you know a specific book on your subject, find the author or title card for that book and check the tracings to see what subject heading was assigned to it. Other books on the same subject will be given the same heading. Once you have the heading you can look in the subject catalog for other works.


QE
905
A5
Andrews, Henry Nathaniel, 1910–
Ancient plants, and the world they lived in... with drawings by Anna Schutte. Ithaca, N. Y., Comstock Pub. Co., 1947.
ix, 279 p. illus. 24 cm.
"References": p. [269]–274.
1. Paleobotany. 1. Title.
Tracings
QE905.A5 561 47–5386*
© Comstock Pub. Co., inc.; 3Jul47; A14417.
Library of Congress [15]

ARRANGEMENT OF CATALOG CARDS

There are several ways to arrange cards in a catalog. The two most common arrangements are word by word and letter by letter. These two columns show how the arrangements differ:

Word by Word	Letter by letter
Fort Dodge	Fort Dodge
Fort Erie	Forte
Forte	Fort Erie
Fortification	Fortification

In our library cards are filed alphabetically word by word instead of alphabetically letter by letter. A few filing rules to keep in mind are:

1. In the Author/Title catalog:

   a. Articles: definite and indefinite articles in English or foreign languages at the beginning of titles and other headings are ignored.

   b. Abbreviations: filed as if they were spelled out - St. as Saint.

c. Mc, Mac, M': filed as though spelled Mac.

d. Numerals: filed as if spelled out.

e. Initials: filed before words beginning with the same letter.

A.B.C. of electricity
A.C.
The A.E.F.
abbeys

f. Editions: different editions of the same book are filed chronologically by date.

2. In the Subject catalog: the arrangement of the subject cards follows closely that of the Author/Title with these few differences:

a. Historical subheadings: filed in chronological order

U.S. - History - Colonial Period
U.S. - History - Revolution
U.S. - History - Civil War

b. Authors as subjects: follow this order - books about an author
- books about his individual works
- subdivisions

Melville, Herman, 1819-1891
Melville, Herman, 1819-1891
Moby Dick
Melville, Herman, 1819-1891 - Bibliography

If you are using the subject catalog and you are not finding the materials you need, you may not be using headings used by our library. A subject can be expressed in many different ways. To ensure that all books on the same subject are in the same place, libraries use a standard list of subject headings, and make cross references from other possible headings:

Kusan Indians
SEE Coos Indians

For its standard list, this library uses The Library of Congress List of Subject Headings. There is a copy on the desk in the card catalog area, along with a supplement of updated headings. Often, there is also a librarian to assist with subject heading selection. If not, The Library of Congress List of Subject Headings, or "red book," itself can be very helpful. The "red book" is arranged alphabetically by subject and the entries look like this:

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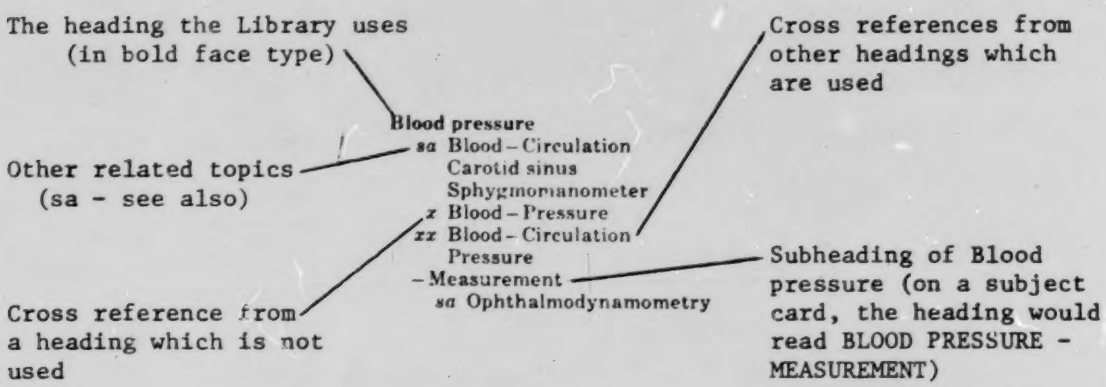
The heading the Library uses (in bold face type)
Blood pressure
sa Blood – Circulation
Carotid sinus
Sphygmomanometer
x Blood – Pressure
xx Blood – Circulation
Pressure
– Measurement
sa Ophthalmodynamometry
Other related topics (sa - see also)
Cross reference from a heading which is not used
Cross references from other headings which are used
Subheading of Blood pressure (on a subject card, the heading would read BLOOD PRESSURE - MEASUREMENT)

CLASSIFICATION

Books have to be arranged in some way to make them readily available to the user. Since there are many schemes for organizing books, a library could use several different systems, cataloging books by a standard code, filing pamphlets alphabetically by subject, and organizing documents by governmental department.

The two main classification systems used in the U.S. are the Dewey Decimal and the Library of Congress (L.C.). This Library uses the L.C. system.

The L.C. schedule uses the letters of the alphabet to organize publications into subject categories. The advantage of grouping books by subject is that it allows the user to browse. For example, if you know that PG 3455-3458 are the call numbers for the Russian author Anton Chekhov, you can go to the PG area in the stacks and browse through the books with those call numbers to see what is available. Here is a resume of the code:

A	General works - Polygraphy
B	Philosophy - Religion
C	History - Auxiliary sciences
D	History and topography (except America)
E-F	America
G	Geography - Anthropology
H	Social sciences
J	Political science
K	Law
L	Education
M	Music
N	Fine arts
P	Language and literature
Q	Science
R	Medicine
S	Agriculture - Plant and animal industry
T	Technology
U	Military science
V	Naval science
Z	Bibliography and library science

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For example:

GT
4985 Sorensen, Alice J
S63 Christmastime in Sweden; the Christmas festival. With song translations from the original Swedish. [Rock Island? Ill., 1955]
38p. illus. 23cm.

✓1.Christmas - Sweden. ✓I.Title.

The call number goes from general to specific elements. The letter G is assigned to Geography, the letter T is assigned to manners and customs (General). 4985 is for Christmas and S63 is the number assigned to the author. It is like your street address in reverse. GT would be the city, 4985 would be the street and S63 would be the house number.

While the main card catalog is usually your best source for finding materials, some collections do not appear in the main card catalog, such as most government publications, children's literature, curriculum materials, and pamphlet files. For these you must look in specialized catalogs near the collections themselves. Similarly some current texts are placed in Limited Loan before appearing in the main card catalog.

REVIEW QUESTIONS

1. What is the difference between a title and a subject card?
2. Name several kinds of main entries which are not individuals.
3. How can you use tracings in locating material on your topic.
4. One book that is useful in selecting subject headings is called _____.
5. What does each line of a call number represent?
6. Your professor says the book is in the library. It is not in the main card catalog. Give possible explanations.

3. PERIODICALS AND HOW THEY ARE INDEXED

In the next two chapters we will deal with the publications which librarians call "serials"--materials which are published in successive parts, usually at regular intervals (daily, weekly, monthly, etc.), and which are meant to continue indefinitely. There are many kinds of serials--annual reports, proceedings of organizations, yearbooks, and so on--but the most common types are periodicals and newspapers. In this chapter we concentrate on working with periodicals and their indexes; in the following one we will discuss research with newspapers.

"Periodical," "journal," "magazine"--these three terms are generally used interchangeably. There are periodicals published in all fields and for many purposes, from light reading to research reporting. Periodicals are an important aspect of library research in any field--whether you are explicating a poem, analyzing the causes of the Spanish-American War, or trying to find the latest research on pollution of the oceans, you are certain to find a wealth of material in journal articles.

Periodical indexes and abstracts are the key to the library's magazines, just as the card catalog is the most important key to the library's books. Browsing through magazines is enjoyable for recreational purposes, but it isn't an efficient research technique. Even if you know that a certain journal is very likely to have articles on your topic, you might waste a lot of time looking through back issues for relevant items. Suppose you were an art teacher looking for ideas on making puppets. You know that School Arts magazine is often useful for project suggestions. If you thumb through a few bound volumes of the magazine, you might find something good within an hour or so. A better way is to look in Education Index, under the heading "Puppets and puppet plays." There you will get exact citations to relevant articles, from School Arts and many other journals, in just a few minutes.

A periodical index is a work which classifies articles from journals in one or more fields, usually by author and subject. Indexes cover a specific time period (a month, a quarter, a year), and most have a cumulative annual index. What qualities should a good index have? The format should be easy to understand clearly explained. If possible, the index should use a standardized list of subject headings and give ample cross-references. Most important, it should give you the full bibliographic information about the articles (name of the author, title, journal title and exact citation, plus any illustrations, bibliographies, or other important features). The information given should enable you to partially screen the articles before you take the time to look them up.

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TYPES OF INDEXES

There are several types of periodical indexes; each has its advantages and its disadvantages. Keyword indexes are produced by computers, and are especially prominent in science and technology. The following excerpt from the index to Biological Abstracts is typical of machine produced indexes:

US-SUBTILIS WHICH FORMS	PLAQUES ONLY AT TEMPERATURES ABOVE 5	40814
US-SUBTILIS WHICH FORMS	PLAQUES ONLY AT TEMPERATURES ABOVE 5	40815
US-SUBTILIS WHICH FORMS	PLAQUES ONLY AT TEMPERATURES ABOVE 5	40816
TECHNIQUE FOR OBSERVING	PLAQUES SHEEP RED BLOOD CELLS MOUSE	2736
LARGE ATHERO SCLEROTIC	PLAQUES TO GIVE MORPHOLOGICALLY AND	12565
LARGE ATHERO SCLEROTIC	PLAQUES TO GIVE MORPHOLOGICALLY AND	12566
RESIN HANGELAND LAMINAC	PLASKON INSECTICIDE/ THE RESIDUAL TO	36614
LS CARRYING TURKEY GERM	PLASM INTRODUCED AT THE BEGINNING OF	16899
C RETICULUM SPHEROSOMES	PLASM LEMNA PEROXISOME-LIKE MICROBOD	65046
CTIN IN ISOLATED GROUND	PLASM OF PHYSARUM-POLYCEPHALUM SLIMc	59365
CONTENT BRASSICA-U CYTO	PLASM RECESSIVE GENES ERUCIC-ACID IN	66234
ATION OF SORGHUM-H GERM	PLASM SCREENING YIELD/ EVALUATION AN	40915
EA-O GLYCINE-MAX-O GERM	PLASM SOURCES/ ASSUMED GENE CENTERS	64662
ANNING PLASMETRY BLOOD	PLASMA /A MICRO METHOD FOR THE QUANT	58623
TESSUES CHICKENS MUSCLE	PLASMA /AMINO-ACIDS IN AVIAN NUTRITI	16599
STRONE IN RAT PREGNANCY	PLASMA /CHARACTERIZATION OF A BINDIN	54112
ASES IN PLASMA RAT	PLASMA /DETERMINATION OF ANGIOTENSIN	54297
IS IN-VITRO AND IN-VIVO	PLASMA /EFFECT OF NICOTINIC-ACID FIB	15641
D LIMB LYMPH KALLIKREIN	PLASMA /EFFECT OF THERMAL INJURY ON	34630
L EFFECTS PLATELET RICH	PLASMA /EFFECTS OF 2450 MEGA HERTZ M	10928
HYL CARBON-14 RAT URINE	PLASMA /FORMATION OF TAURINE CARBON-	38009
ANTIGEN IN POOLED HUMAN	PLASMA /IMMUNO ELECTRO OSMOPHORESIS	20526
BINDING PROTEIN IN RAT	PLASMA /KINETICS OF THE THERMAL DENA	54029
ONS IN PERIPHERAL BLOOD	PLASMA /LUTEAL FUNCTION IN THE MARE	48392
HUMAN HORSE SERUM GOOSE	PLASMA /METHOD OF GROWING AND STAINI	47822
SPHC LIPIDS OF COW MILK	PLASMA /MILK LIPIDS PART 5 COMPARISO	48857
NCOMPATIBLE BLOOD HUMAN	PLASMA /NEUTRALIZATION OF LEWIS ANTI	49333
Y BRAIN SMALL INTESTINE	PLASMA /ORIGIN OF GLUCOSAMINE FROM A	37962
CARBOHYDRATE DIET LIVER	PLASMA /PHOSPHO LIPID METABOLISM IN	50580
OF THROMBOCYTES RABBIT	PLASMA /PRINCIPLE OF A QUANTITATIVE	59226
MINE OXIDASE	PLASMA /PROPERTIES OF RABBIT AORTA A	19333
THE RENIN SYSTEM HUMAN	PLASMA /RADIO IMMUNOASSAY OF ANGIOTE	54050

As you can see, the index uses words from the title of the article to give subject indexing. You would find an entry in the index for every significant word in the title. The advantage of keyword indexing is the speed of publication--no team of human indexers can work as fast as the computer. The main disadvantage is that there are no standard subject headings in the index; you must depend on the author's title for an accurate description of the article. Obviously, it harder to find and screen relevant material in such an index than in one classified by trained subject indexers. Many indexes use a standard list of subject headings and list both authors and subjects in one alphabet. The best known of these, including the Readers' Guide to Periodical Literature, are produced by the H.W. Wilson Company. This entry from the Readers' Guide shows the format of most of the Wilson indexes:

PAVEMENTS

Maintenance and repair

How to make asphalt streets last longer. W. S. Foster. il Am City 89:43-5 Mr '74

See also

Pavements—Surface treatment

Streets—Maintenance and repair

Abstracts are periodical indexes which provide summaries of the articles they index, as well as full bibliographic information and subject indexing. Here is a sample abstract from Psychological Abstracts, one of the best known abstracting services:

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> 11216. Rothberg, Carole & Harris, Mary B. (U. New Mexico) **"Right," "wrong," and discrimination learning in children.** *Journal of Genetic Psychology*, 1972 (Jun), Vol. 120(2), 275-286.--Investigated the effects of being told "right," "wrong," or both upon direct and incidental learning and other behaviors. 72 1st-grade boys and girls were exposed to a simple discrimination and transposition task, an oddity with reversal problem, and a complex discrimination problem, under 1 of the 3 reinforcement conditions. Incidental learning, response stereotyping, spontaneously voiced solutions, and conversations instigated were also observed. Although learning was generally poorer under the "right" only condition and although few incidental effects were noted, results are not interpretable by any simple theory of reward and punishment. (23 ref.)—*Journal summary.*

Non-computerized indexes, as you can see, are usually easier to use and give more complete information than the automated ones. Their chief disadvantage is a time lag between publication of the journal and publication of the index. The Readers' Guide appears promptly, within a few weeks after the publication of the magazines it classifies. Most indexes, however, are slower in coming out. (For example, the library didn't receive its copy of Index to Religious Periodical Literature for July-December 1973 until April 1974.) Abstracts usually take even longer to produce; many have a time lag of a year or more. (Historical Abstracts, Part A, for spring, 1973, actually summarizes articles published between 1968 and 1971.)

SELECTING AN INDEX

The first step to take in doing library research with periodicals is to choose the right index for the purpose at hand. The Readers' Guide indexes periodicals of general interest; it is intended for use in school and public libraries, as well as in college libraries. You should think of it as a point of departure, from which you will move into more specialized indexes. Is your topic in English literature? The MLA Bibliography or Social Sciences and Humanities Index are just two possible sources you might use. Do you need articles on political campaign reform? Then try Public Affairs Information Service. There are specialized indexing and abstracting services for practically every field. Ask the reference librarian on duty to help you choose those which will suit your needs best. (The brief list at the end of this chapter will give you an idea of the variety of indexes available.)

USING AN INDEX

Nothing could be simpler than using one of the Wilson indexes. Here is a sample entry from the Readers' Guide, along with a key indicating the meaning of each part of the citation:

[1]HITCHHIKING

[2]On the road: hitchhiking on the highway. [3]A. Miller.

[4]bibliog [5]il [6]Society [7]10: [8]14-21 [9]J1 '73

KEY

1. Subject heading
2. Article title
3. Author of article
4. Article has a bibliography
5. Article has illustrations
6. Magazine title
7. Volume number
8. Page numbers for article
9. Date of magazine issue

Although many indexes are similar to the Readers' Guide, others are more complicated. Some have a separate author index, while the Wilson indexes usually integrate author and subject entries into one alphabet. The subject indexes for abstracting services, such as Biological Abstracts and Psychological Abstracts, refer you from the subject to an abstract number. You get all bibliographic information about the article from the abstract itself. If you find that you are having trouble using any index, be sure to ask the reference librarian on duty for help.

Here are few techniques for making efficient use of periodical indexes:

1. Keep a "log" of your search. Write down the titles of the indexes you use, the subject headings you select, and the dates you cover. In this way, you can avoid needlessly repeating work later.

2. Make use of all the information given in your citation; it can help you decide whether or not to pursue the article further. Is the author an expert in the field? Is he on one side or the other of a controversy? How long is the article? (Length can sometimes help you to distinguish between superficial and substantial articles.) Are there illustrations? Is there a bibliography?

3. Write down the entire citation. Too often, library users waste time by trying to find articles without enough information, then have to retrace their steps and return to the indexes to get the complete citation.

4. Make sure that you know exactly how the journal title is spelled out in full. Most indexes abbreviate journal titles, but have a table of abbreviations in the front of the index.

FINDING THE JOURNAL: THE SERIALS PRINTOUT

Libraries have several ways of informing users about what periodicals, for what years, they have in their collections. Some libraries have revolving files which indicate what journals they have and where they are located; others have typed lists giving this information. Here in Love Library, we have a computer-produced serials printout which indicates our holdings of periodicals, newspapers, and other serials, as well as their locations in the library. There are copies of the serials printout, bound in red plastic covers, throughout the library. This main printout lists all of our serials alphabetically by title. In general, our periodicals are shelved by title, either in the Periodicals Reading Room or in the Sciences Library, until they are bound. Then, they are given a call number and integrated with the book collection in the stacks.

The following sample entries, with explanations, will give you a general idea of the information you can get from the serials printout:

A) [1]MICROFORM F-614 [2]JOURNAL OF PHILOLOGY. [3]LONDON. [4]CEASED 1920. [5]1-35 (1868-1920) [6]MICROFORMS AND LISTENING CENTER

1. Accession number for microform.
2. Title.
3. Place of publication.
4. Informative note about publication.
5. Our holdings, by volume numbers and dates.
6. Location.

B) [1]TR 1 J84 [2]JOURNAL OF PHOTOGRAPHIC SCIENCE. [3]15 (1967)- [4]CURRENT: SCIENCE LIBRARY BY SUBJECT AREA. [5]BOUND: STACKS BY CALL NO.

1. Call number of bound issues.
2. Title of periodical.
3. The volume number and year in which our holdings begin. (The library does not have volumes 1-14, but does have all issues since then.)
4. Location of current issues.
5. Location of bound issues.

C) [1]AP 2 L135 [2]LADIES HOME JOURNAL. [3]12-15 (1895-98), /16/ (1898), /50/ (1933), 51-52 (1934-35), 54 (1937)- [4]CURRENT: PERIODICALS READING ROOM, BY TITLE. [5]BOUND: STACKS BY CALL NO.

1. Call number of bound volumes.
2. Title.
3. Our holdings, by volume numbers and dates. (The slash marks surrounding

a volume number mean that we do not have all of the issues in that volume. This note means that we have some issues from volumes 16 and 50, and all of volumes 12-15, 51-52, and 54 to date.)
4. Location of current issues.
5. Location of bound issues

D) [1]MONTHLY LABOR REVIEW. [2]5-9 (1917-19), 18-20 (1924-25), /23/ (1926), 24-25 (1927), 27 (1928)- [3]GOVERNMENT PUBLICATIONS

1. Title.
2. Our holdings, by volume numbers and dates.
3. Location of periodical in the library.
(NOTE: this periodical does not have a call number because it is a government publication and follows the Superintendent of Documents classification system.)

E) [1]L 11 N152 [2]TODAY'S EDUCATION. [3]1968- [4]WASHINGTON, NATIONAL EDUCATION ASSOCIATION OF THE U.S. [5]CONTINUES NEA JOURNAL. [6]57 N. 6 (1968)- [7]CURRENT: PERIODICALS READING ROOM, BY TITLE. [8]BOUND: STACKS BY CALL NO.

1. Call number of bound volumes.
2. Title.
3. Beginning date of new title.
4. Publishing organization.
5. Informative note about publication.
6. Our holdings, by volume and date.
7. Location of current issues.
8. Location of bound volumes.

LOCATING INDEXES IN THE LIBRARY

Most of the library's indexes, except for those in science fields, are in Research and Reference on the second floor. They are shelved on numbered tables next to the windows. Indexes for science and technology are in the Sciences Library on the fifth floor. The library has duplicate copies of some indexes--for example, there are sets of Education Index and the Current Index to Journals in Education both in the Education Resource Center on the fourth floor and in Research and Reference on the second floor. Government Publications, on the third floor, has Public Affairs Information Service and several indexes published by the U.S. Government.

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INFORMATION ABOUT PERIODICALS

Where is this journal published? What indexes cover it? How large is its circulation? How often is it published, and how much does a subscription cost? You find the answers to these and other questions about journals published throughout the world in Ulrich's International Periodicals Directory, which arranges periodicals in subject categories and has a subject and title index. Ulrich's, since it is relatively complete, includes many journals in unusual languages and with rather limited circulation. If you want a more selective list of major journals in various subject areas, try Magazines for Libraries, by Bill Katz, which gives the detailed bibliographic information found in Ulrich's, plus an annotation for each title included.

UNION LISTS

Obviously, few libraries can hope to have all the journals which their users will ever want. Union lists have been developed to help libraries meet users' needs through interlibrary loan, a form of cooperation and resource sharing among libraries. The two most important nationwide lists are the Union List of Serials of the U.S. and Canada, which includes periodical holdings of libraries through 1950, and New Serial Titles, which gives library holdings of periodicals which have begun publication since that date. In addition, we in the California State University and Colleges system have our own union list, California State University and Colleges Union List of Periodicals, which lists journals held by all of the libraries in the system. If you need an article from a journal which we do not have here at San Diego State, but which is in the collection of one of the other schools in the CSUC system, you can get a free photocopy of the article through interlibrary loan.

SELECTED PERIODICAL INDEXES

General: Humanities Index, 1974-
(Formerly Social Sciences and Humanities Index, 1965-74;
previously International Index to Periodicals)

Readers' Guide to Periodical Literature, 1900-

Social Sciences Index, 1974-
(Formerly Social Sciences and Humanities Index, 1965-74;
previously International Index to Periodicals)

Anthropology: Abstracts in Anthropology. 1970-

Art: Art Index. 1929-

Biology: Biological Abstracts. 1926-

Business: Business Periodicals Index. 1958-
(Formerly Industrial Arts Index)

Chemistry: Chemical Abstracts. 1907-

Education: Education Index. 1929-

Law: Index to Legal Periodicals. 1909-

Music: Music Index. 1949-

Psychology: Psychological Abstracts. 1927-

Public Affairs: Public Affairs Information Service. 1915-

Sociology: Sociological Abstracts. 1953-

Technology: Applied Science and Technology Index. 1913-
(Formerly Industrial Arts Index)

U.S. History: America: History and Life. 1964-

PERIODICAL DIRECTORIES

Katz, Bill. Magazines for Libraries. 2d ed. New York: Bowker, 1972.

Ulrich's International Periodicals Directory. New York: Bowker, 1932-

UNION LISTS OF PERIODICALS

The California State University and Colleges Union List of Periodicals. 2d ed. Los Angeles, 1974.

Union List of Serials in Libraries of the United States and Canada. New York: Wilson, 1927-65.
(For holdings up to 1950.)

New Serial Titles. Washington, Library of Congress, 1953-
(For titles which began publication after 1950.)

REVIEW QUESTIONS

1. What is the most efficient means of getting journal articles on a specific subject?

2. What are the qualities you appreciate in a periodical index?

3. Name three types of periodical indexes, and indicate the advantages and disadvantages of each.

4. How do you select appropriate indexes for periodical research on a specialized topic?

5. What steps can you take to make sure that you are using indexes as efficiently as possible?

6. Once you have your journal citation, how do you go about finding the article itself in our library?

7. What information can you get about a periodical from the serials printout?

8. Where can you find information about a periodical, such as its circulation, where, by whom, and how often it is published, and so on?

9. What is the purpose of a union list of periodicals?

4. NEWSPAPERS AND NEWSPAPER INDEXES

To most people, a newspaper is a publication that is here today and recycled tomorrow. But newspapers can, in many instances, by a useful source for library research. Newspapers are daily or weekly publications, emphasizing general news coverage and editorial opinions about timely topics. They can help students and other research workers with many aspects of their studies, including the following:

1. Political affairs, past or present.

2. Historical research in any field including literature, art, music, and social issues.

3. Opinions from earlier eras on once-controversial matters such as women getting the vote, Franklin D. Roosevelt's economic policies, and President Truman firing General MacArthur.

Thanks to the general availability of microforms, libraries everywhere can offer their users backfiles of newspapers which were once rare research materials. Microforms not only can be acquired as conveniently as cassette tapes, they also demand far less space than the former large, unwieldy bound volumes of newspapers.

NEWSPAPER INDEXING

The greatest difficulty with using newspapers in library research is the relative scarcity of indexing. Before approximately 1960, the New York Times was the only American newspaper to have a detailed, nationally distributed index. Many newspaper researchers working with materials published before the late 1950's have used the New York Times Index to "date" the questions they are investigating, then turned to the appropriate time period in other newspapers. For relatively current affairs, there are several newspaper indexes available. Since most of them are more difficult to use and understand than periodical indexes, we will discuss them in greater detail. Here are a few hints for making effective use of newspaper indexes:

1. Before you begin, read the instructions and list of abbreviations and symbols at the beginning of the index. Refer to the list any time you have the slightest doubt about the meaning of an abbreviation or symbol.

2. Keep a "log" of all indexes, dates, and subject headings scanned, just as you would when using a periodical index.

3. Newspaper indexes give many cross references; follow up on any that seem relevant to your topic.

4. Take advantage of news summaries in the indexes to screen articles.

5. Get all the details about the citation, including the column or paragraph number. "Fishing" for an article on a microfilm can be exasperating.

6. Have the accession numbers for the newspapers you select before you go downstairs to the Microforms and Listening Center. These numbers make it easier for the staff to help you find what you need.

MAJOR NEWSPAPER INDEXES

This section will describe and illustrate some of the major indexes to newspapers available for your use in Research and Reference. The dates given for each index are the dates of coverage, rather than the date of actual publication of the index.

A. New York Times Index, 1851-

The New York Times Index has a relatively complex format, with many cross references (see Figure 1, the reproduction of a page from the 1972 cumulation.) The index is especially valuable because it gives a summary of the news, as well as citations. Indeed, if all you want is a fact or a date, you may be able to get it from the index summary, without referring to the newspaper itself.

B. The Wall Street Journal Index, 1958-

Business oriented on the whole, this newspaper divides its index into two sections: corporate news and general news.

C. Index to the Christian Science Monitor, 1960-

Indexes all four regional editions of the newspaper.

D. Newspaper Index, 1972-

This index covers the microform editions of the Los Angeles Times, the Washington Post, the New Orleans Times-Picayune, and the Chicago Tribune. It includes Sunday supplements and magazine sections. Figure 2 shows you a sample page.

E. California News Index, 1970-

The California News Index provides selective rather than comprehensive coverage of several California newspapers. Since the emphasis is on California affairs, the index omits articles dealing with national news. There are subject, personal name, geographic, and organization sections. The index includes Sunday supplements. Figure 3 shows a sample page from a 1973 issue of California News Index.

F. Indexes to the London Times.

Since our holdings of the London Times go back to 1785, the indexes to the Times, which begin with the year 1790, are an important historical resource. There are two titles indexing the London Times:

Palmer's Index to the London Times. Covers 1790-1941.

Official Index to the Times, 1942-
(Alternate title: Index to the Times.)

One difficulty you may encounter in your research is that indexing for some newspapers appears very slowly, sometimes three or four months late. This is frustrating at times, but keep in mind that indexing even one day's output from a paper like the Los Angeles Times is quite a task.

NEWS SUMMARIES

News summaries are not newspapers, strictly speaking. They come out less often than newspapers (usually once a week), and offer a digest of world and national news for the period covered. There are several published, but probably the most important American publication is:

Facts on File. New York: 1941-

This summary of world and U.S. news is published weekly; Figure 4 gives you an idea of its format.

NEWSPAPER DIRECTORY

The most widely used directory for American newspapers is:

N. W. Ayer and Sons Directory of Publications. Philadelphia: Ayer, 1880-

This annual listing is arranged geographically by place of publication. It lists several types of periodicals, including newspapers, for the U.S., Canada, Bermuda, Panama, and the Philippines. Ayer's will give you information about the circulation, date established, and political or other affiliation of the newspaper. There are classified lists of publications arranged by subject, type of publisher, and frequency of publication.

UNION LIST

The California State University and Colleges, of which San Diego State University is a member, is fortunate to have a union list of newspaper holdings:

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ing copies of rept to all legislators. Miller contends that er would not be harmed financially and presented opriate estimate figures, most difficult problem to ve is question of publicly owned beaches, secession com dropped issue by including provision in bill enabling ship to retain beach; existing state law already gives ities right to own recreation areas outside their ers; postcard ballots asking residents if they oppose or secession indicate they favor move. Aiman illus. 1,88:1

can County (NJ) Prosecutor's office is expected to ena records of Dover Township's engineer in stigation of municipality's vouchers; Township mittee man F V Brochon notes that he asked for stigation because he is concerned that expenditures for ering-bills are being charged to wrong depts. O 30.

/ER Trust Co (Dover, NJ)
d Reserve Bd approves request for acquisition by United ey Banks of Second Natl Bank and Dover Trust Co on 22. Ag 23,61:5

W, Bill. See also Water Pollution – Oil, Ag 20

W, Charles Henry. See also Stocks – US – Stock Prices, 5

W, John G (Repr). See also Housing – US – Rents, Ap 5. S – Elect – Cong (HR), Upstate (NY), County (NY), NYS – Elect – Cong (HR), Orange County (NY), N 8. S – Elect – Cong (HR), Upstate (NY), County (NY), 4,5,8. NYS – Elect – Cong (HR), Rockland County), N 9. NYS – Elect – Cong (HR), Upstate (NY), Je 21, 1,27, N 4,5,8,9. Pres Elect '72, Ag 5. USSR – Pol, Ag 19. nam, Ap 6,16, My 4. Water Pollution, Ap 1

W, Robert L (Dir). See also Lobsters, Je 4

W Chemical Co. See also Acetates, D 1. Airplanes, 11. Antiseptics, Je 6,9. Aspirin, D 2. Atomic Energy – Nuclear Weapons, Ja 4. Benzene, D 14. Blood, Ja 28. mines, Mr 8. Caustic Soda, Mr 11,14. Chem, O 21. oride, D 12. Chlorine, My 23. Cleaning, Mr 10. nfection, Je 6. Drugs, Ag 18. Electronics, Mr 29. ane, S 1. Jet Fuel, Mr 11. Magnesium Chloride, Je 13. nesium Oxide, D 14. Magnesium Sulfate, Je 13. alm, Ja 11. Phenol, Ag 19, D 1. Plastics, Ja 19, My 13, 7, Ag 29, S 28, N 17,21. Pres Elect '72, Ag 20. pylenes, Ag 23. Rubber, My 21. Solvents, Ag 19. US – n Conditions, My 12, Jl 9. Vietnam, Ja 11. Wood, Je 6

H I yon elected to Dow Chem Co bd; M Key and Dr L an retire from bd, Ja 7,40:7. Dow Chemical Co posts rd earnings with sales surpassing $2 billion; other es recorded, F 1,47:1. L J Hoerlein and G Welker ed asst secs at Dow Chemical Co, are 1st women ever oted to asst officer rank at Dow, F 11,60:5. rev of Dow m activities as capital investor under aegis of recently-ed subsidiary Dow Chem Investment and Finance p; group pres H E Engelmeyer notes that Dow's ncial and tech interest in tech-based cos, which seem to in the verge of making significant scientific advances, mpted Dow to invest in cos; investments in Thedford p, Electrogasdynamics Inc, Basic Packaging Systems oc and Waters Assoc detailed, Mr 26,III,3:1. Dow Chem s for co's operations in Eur Z Merszei describes antages of operating latex plants in Grefern, W Ger, Drusenheim, France, as being able to offer products for in countries of their manufacture; notes plants tions, formerly farm acreage, were chosen for their trality for Common Market trading; adds 2 plants, under mgt, are not unionized, affording flexibility in use of power, My 21,III,12:7. Dow Chem Co repts 2d-qr net me was $52.4-million on sales of $607.2-million, Jl 18, 5. Dow Chem Co and reprs of 8 unions agree on terms of 3-year contract on Sept 13, subject to ratification by membership, and ending strike which began in June, S 14,3:1; Dow Chem repts 20% earnings increase and gain in sales for qr ending Sept 30, O 18,61:7. lawyers esenting Dow Chem Co file appeals in Santiago, Chile, 25, against Chilean Govt's seizure of Dow's interests, 6,67:1

W Corning Corp. See also Mueller Welt Contact Lenses , Ap 24. Plastics, N 17

S Ludington named pres, chief operating officer and di Dow Corning Corp, Je 14,74:7

W Jones & Co Inc. See also Currency – Japan, Ap 26. estors Overseas Services Ltd, D 1,8. Stocks – US – tual Funds, N 20. Stocks – US – Stock Prices, Ja 9,10 in 1 par, Ja 24, F 10 in F 1 par, 6,7 in F 6 par, F 18, Mr 7, Ap 6,7,13,15, Ap 19 in Ap 18 par, Ap 20,24 in Ap 20 My 1,2,3,4,5,7,10,11 in My 1 par, My 20,23,24,26, Je 1, 9,10,15 in 2d Je 1 par, Je 21,27,30, Jl 7,8,9,11,12,15, Jl 21 in Jl 18 par, 18,21,25,28 in 2d Jl 18 par, Ag 3,4,6,12,15, 20,23,25, S 12,13,28,29, O 1,13,17,21,24,27,30, N 1,2,4,5, 9,11,14,15,16,17,18,19,22,23,25,28, D 2,6,7,8,10,12,13, 16,17,18,19,20,21,22,30

H McCormack, exec vp at Dow Jones & Co Inc, dies; 62; career; illus, F 29,38:1. Dow Jones & Co expects increase in 1st qr net income and gain of about 12% in ating revenues, Mr 16,73:2. Dow Jones repts on July 10 its 2d qr indicated net income was $5,477,000, up from $77,000 for yr-earlier qr; net income for 1st 6 mos was 76-million, Jl 11,56:2. Dow Jones & Co Inc elects W H llips pres, succeeding W F Kerby who becomes chmn; notes D A Macdonald to sr vp and appoints E R Cony N 16,75:4

WD, David D Jr. See also US – Gambling, Commission the Review of the National Policy Toward, D 24

WD, David J. See also Nassau Trust Co (Glen Cove, , S 7

WD, Douglas F (Prof). See also US – Econ Conditions, US – Pol – Fringe Pol Movements, Berrigan and ers Case, Mr 2

WD, Edward L. See also Missouri – Elections, Ag 9,10, N 8,9,12

WD, Michael G. See also NYS – Elect – Legis, Queens YC), Je 22

WD, Ruth
ing sketch of R Dowd, who gets '72 Woman of Con-nce Award on Apr 18 from Natl Council of Women, ard is given for her work as founder of Harlem Prep ool and as prof at M Evers Coll; illus, Ap 19,35:1

WD, Tom. See also Building – NYC – Labor, S 3

WD, William F. See also NJ – Econ Conditions, Ag 12 – Elect – Cong (HR), O 14,27, N 5,6,8

OWDING, Muriel (Lady). See also Fur, O 26. Zoos NYC, O 26

DOWDLE Oil Corp. See also Gas – US, S 19

DOWDY, James H. See also NYC – Econ Conditions – Antipoverty, Ag 5

DOWDY, John (Repr). See also Housing – Washington (DC), Ja 7,16,19, F 6,14,24, Ap 14,20, O 15. Texas – Elections, Ja 19, F 6, Ap 14, My 8. US – Cong (HR) – Ethics, Dowdy, J. US – Law, Ap 27

DOWDY, John (Mrs). See also Texas – Elections, F 6, Ap 14

DOWE, Roland. See also Bank Robberies, Chemical Bank (NYC), S 30

DOWELL, Earl. See also Noise, S 29

DOWICIDE 7. See also Wood, Je 6

DOWLIN, John. See also Bicycles, N 5. Transportation – US, Je 4

DOWLING, Edward C (Mayor). See also Gas – US – Pipelines, S 26

DOWLING, Jerome M (Detective). See also Autos – US – Robberies, My 12, Je 28

DOWLING, John J (Comr). See also Med – US, Ja 9 in 2d Ja 9 par, Nassau County (NY), Mr 12

DOWLING, Robert W. See also Theater – NYC, Ja 6

DOWLING, William C (Rev). See also Boy Scouts, Je 22

DOWLING College
Dowling Coll, LI, begins construction of new library, media center and planetarium, to be completed early in '74; coll is undergoing $7.5-million expansion program designed to transform school from commuting to campus coll; planned library illus, D 17,137:3

DOWNE Communications Inc
Downe Communications' Computer Services to take over Cowles Communications' subscription fulfillment and computer facilities in Des Moines, Iowa, in April '72, F 9, 61:4; Downe Communications names J M Carter pres and chief operating officer, F 17,62:4. Downe Communications files with SEC on May 1 regis statement for sale by various stockholders of 1.7-million shares of common stock, My 2, 58:3. Downe Communications to offer total of 1,787,091 shares to public, Jl 18,42:3. Downe Communications approves proposal for merger of Bartell Media Corp into newly-formed wholly-owned subsidiary of Downe, D 15,68:4

DOWNE Publishing Inc. See also pub names, eg, American Home (pub), Family Weekly (pub)
Downe Publishing names C K Thompson corporate public relations dir, F 16,60:6. A E Miller named pres of Downe Publishing, Jl 8,36:7

DOWNER, Carol (Mrs). See also Med – US, D 7,3

DOWNER, John T (Chief Deputy Inspector). See also Retail Stores – US – Holiday Trade, D 4

DOWNER, Joseph R. See also Atlantic Richfield Co, Je 21

DOWNES, Edmund W. See also Hartford (Conn) Courant, Ap 2

DOWNES, Rae Elizabeth
C S Koshetz weds R E Downes, both reporters for Jersey Journal, Ja 16,73:4

DOWNEY, John T. See also Korean War, Mr 1

DOWNEY, Marjorie. See also Bond Street Inc, Ap 11,14

DOWNEY, Robert N. See also Govt Bonds, O 2

DOWNEY, Thomas J. See also Pres Elect '72, Jl 2. Suffolk County (NY), Ja 4, Jl 13

DOWNING, Al. See also B'nai B'rith, Ja 23

DOWNING, Thomas N (Repr). See also Educ – US – Equal Educ Opportunities, F 15

DOWNS, Anthony. See also Housing – US, N 15, D 6. US – Econ Conditions, D 6

DOWNS, Brent Q. See also Airlines – Hijacking, Je 22

DOWNS, Hugh. See also Ships – Internatl Services – Amer Nations, D 12. TV – Programs – Special Shows, Mr 9. TV – Programs – Specific Programs, Today (TV Program), Ja 15

DOWNS, Joseph. See also Trent, William, House (Trenton, NJ), O 22

DOWNS, Mike. See also Opryland USA, Ag 12

DOWN'S Syndrome. Use Mongolism

DOWNSTATE Medical Center (NYC). Use Medical Center, State University (NYS)

DOWNTOWN Airlines Inc. See also Airlines – US, Ag 28. Airlines – US – Air Taxi Services, Jl 14

DOWNTOWN-Lower Manhattan Assn. See also NYC – Area Planning, My 23. NYC Transit – Subways, Ap 4. Traffic – NYC – Parking, D 15 par. Vendors, Street, Jl 29

DOXIADIS, Constantine A. See also Housing, Jl 23

DOXSIE, L E. See also Staley, A E – Manufacturing Co, My 10

DOYLE, Adrian Conan. See also Doyle, Arthur Conan (Sir) (1859-1930), N 19

DOYLE, Arthur Conan (Sir) (1859-1930). See also Books, S 17. Travel – Switzerland, Ag 20, S 17
Article details Castle de Lucens, Switzerland, which houses manuscripts and lrs of Sir A C Doyle, as well as reconstructed sitting room of his best-known character Sherlock Holmes, discusses Doyle's literary career; illus of recreated 221 Baker Street flat, fictional address of Holmes, and of castle's exterior, Ag 20,X,p1; article repts that Chateau de Lucens museum (Switzerland), repository of collection of Sherlock Holmes memorabilia and collections of A C Doyle Foundation, has been closed following disagreements over estate of son Adrian Conan Doyle, N 19,X,p26

DOYLE, Arthur Conan, Foundation. See also Doyle, Arthur Conan (Sir) (1859-1930), N 19. Travel – Switzerland, Ag 20, S 17

DOYLE, Arthur J. See also Youngstown Steel Door Co, Jl 19

DOYLE, Brenda. See also Midwives, S 20

DOYLE, Eileen. See also Birds, My 29

DOYLE, James (Burglary Suspect). See also Hotels etc – NYC – Crime, Ja 11 in Ja 11 par

DOYLE, James E (Judge). See also Elections (US) – Voting etc – Age, Voting, Mr 25

DOYLE, James S (Pvt). See also Murders – Japan, D 2

DOYLE, James S (Reporter). See also News – US, F 11

DOYLE, John A. See also Pres Elect '72, Jl 30

DOYLE, John C. See also Paper etc – Canada, Ja 31

DOYLE, Lester. See also Hardy & Co, Ag 29

DOYLE, Louis. See also Book Reviews, Reed, Ishmael, S 10

DOYLE, Michael J (Rev). See also Vietnam, F 19

DOYLE, Robbie. See also Boating – Races, Ja – O 2

DOYLE, Robert B. See also Credit – US – Consumer Credit, Ap 1

DOYLE, Robert G. See also Tourmaline, D 25

DOYLE, Robert J. See also Esso International Inc, Ag 10

DOYLE, Tom. See also Art, Je 11

DOYLE, William P (Lt Col). See also Vietnam, Ap 22

DOYLE Armored Service Co. See also Armored Car Services, Mr 10

DOYLE Dane Bernbach Inc. See also Ad – US, Ag 31. Ad – US – Awards, Ap 21, My 8,11, S 8. Ad – US – Personnel, F 1, Ap 5, Je 1, Jl 5, N 10. Art – Group Shows, My 11. Milici Advertising Agency, Ja 19. Photography – Equipment, O 31. TV – Programs, Ap 17 in 2d Ap 16 par. US Armament – Draft, O 19
Doyle Dane Bernbach-Canada names E D Brown pres, G Prouk, S Louet, L Hill and E Baillie vps, Ja 20,73:6. Doyle Dane Bernbach buys majority interest in Fahrenson & Fehse (W Ger co), F 2,61:5. Doyle Dane Bernbach pres J R Daley repts '71 billings fell to $280-million; comments on co plans for '72, F 23,65:3. Doyle Dane Bernbach names M Cooper and J Fine vps, Mr 13,51:6; Doyle Dane Bernbach names T Bird and W King vps, Mr 23,73:6; Doyle Dane bernbach names P Falcone and W Carey vps, Ap 6,73:6; Doyle Dane Bernbach names R Levinson exec vp, Ap 24, 51:4; Doyle Dane Bernbach names H Krone sr vp, Ap 28, 65:7. Doyle Dane Bernbach to open office in Brussels in June, My 2,70:6; Doyle Dane Bernbach repts 1st 1/2 '72 billings and sales rose to $155,592,000, an increase over '71 figure, gross income for period rose to $25,877,000 and net profits to $2,390,000, Je 8,80:8; Doyle Dane Bernbach elects A Kopelman, M Kreston, D O'Dea and A Pando sr vps, Je 16,51:6; Doyle Dane Bernbach names A Greenberg and A J Peteavage sr vps, Je 30,55:5; Doyle Dane Bernbach names L Highbloom and W Buchanan vps, Jl 21,45:6; Doyle Dane Bernbach promotes E B Weiss to sr vp, Ag 1,55:4; Doyle Dane Bernbach repts net income rose to 83c per share in 3rd qr ended July 31 and to $2.12 for 9 mo period, gains of 41.3% and 54.5% respectively, S 8,52:6; Doyle Dane Bernbach names R G Pfundstein vp, S 27,73:5; Doyle Dane Bernbach promotional subsidiary names S H Ermoyan managing dir; his background noted; illus, S 29, 69:3. Doyle Dane Bernbach opens offices in Zurich and Milan, O 5,77:5; P H Dougherty repts that 'reliable sources' say Doyle Dane Bernbach sr vp B Loughrane will move to Wells Rich Greene agency, N 24,58:5; B Arzonetti, M B Grace, C Larghi and M Lawlor are named vps of Doyle Dane Bernbach Inc, D 1,64:5; Doyle Dane Bernbach names J R Heekin Jr exec vp; he comments; his por, D 21,61:5

DOYNOW, David. See also Baseball – Amateur, Ja 15

DOZEN, Masahio. See also Daiwa Securities Co, Mr 18

DOZIER, Raymond. See also Murders – New Jersey, My 26

DPF Inc
DPF Inc repts $34,744,000 loss for fiscal yr ending May 31, '72; co chmn B J Cohn notes debt is 45% reduction from 71 figures, Ag 1,49:1; DPF Inc repts on Sept 28 that its 1st fiscal qr ended Aug 31 shows net income of $20,000; other data, S 29,63:1

DRABBLE, Margaret. See also GB – Soc Conditions, Jl 13

DRACHMAN, William, Wrecking Co. See also Housing – NYC, S 22

DRACULA, Count (Fictional Character)
Article on search for original Dracula by Profs R T McNally and R Florescu, who have spent yrs investigating Dracula's real-life 15th century counterpart in Transylvania prov, Rumania; their studies detailed; Profs, Dracula and Transylvanian castle illus, Ag 27,X,p9; M A Jeffs lr replies to Aug 27 article by Profs McNally and Florescu on Count Dracula and his setting in Transylvania, O 15,X,p29; R Bloom lr, referring to Aug 27 article on travel in Rumania, suggests seeing more of Rumania than just Dracula's area, Transylvania; notes travel in Rumania is inexpensive, N 12,X,p4

DRADDY, Vincent dePaul. See also Football – Coll – Halls of Fame, Ja 2. Manhattan College, Ap 15

DRAFTING, Mechanical. See also Design, F 1

DRAGO Stores Inc. See also Shoes, D 30

DRAGON (Missile). See Missiles

DRAGONFLIES
Ed discusses dragonflies as harmless insects of mid-summer, Jl 9,IV,12:2

DRAGZA, Edmund. See also Graffiti, Ap 22

DRAIN, Betty L (Mrs). See also Cleveland (Ohio), Ap 9

DRAKE, Alfred
Mr and Mrs A Drake announce the engagement of their daughter S A Drake to M B Rapp; April wedding planned, NY, Mr 19,71:1

DRAKE, Eric (Sir). See also British Petroleum Co Ltd, My 5. Energy and Power, My 5

DRAKE, Francis (Sir) (1540-1569)
Article discusses G Malcolm book Sir Francis Drake, noting his role in harrying Spanish Armada and reluctance to regard human life lightly, N 17,43:2

DRAKE, Frank D (Dr). See also Astronautics – US – Pioneer 10, F 25

DRAKE, Harold A. See also Travel – Philippines, Republic of, F 13

DRAKE, Harrington. See also Dun & Bradstreet Inc, D 21

DRAKE, Hudson B (Deputy Asst Sec). See also Steel – Internatl Trade, Ap 8. Steel – US, Ap 8

DRAKE, John. See also Foote Cone & Belding Inc, Mr 3

DRAKE, Robert. See also Prisons – NYC, Je 8

DRAKE, Samantha Ann
Mr and Mrs A Drake announce the engagement of their daughter S A Drake to M B Rapp, April wedding planned, NY, Mr 19,71:1

DRAKE, Wendell. See also Murders – Ohio, Jenkins, Thomas, N 29

DRAKE, William P. See also Drug Addiction, Ja 19,23,28

DRAKE Hotel (NYC). See also Hotels etc – NYC – Crime, Ja 3,5,6, Ag 1

DRAKE University. See also Football – Bowl Games, Pioneer Bowl, D 10. Pres Elect '72, S 28

DRAMA. Use Theater

DRAMA Critics Circle, NY. See also Theater – Awards, My 23,24,25

DRAMA Desk (Orgn). See also Kennedy, J F, Center, F 8. Theater, Ja 4. Theater – Awards, Je 13, Ag 25, S 27

FIGURE 1: New York Times Index.

BEST COPY AVAILABLE

KENNER, LOUISIANA	Sec	Pg	Col	* Photo	Mo	Dy	Yr
KENNER, LOUISIANA							
Times-Picy							
Lafourcade discusses Kenner, La. amusement center problem	002	002	1'		02	03	74
Citizens of Kenner Assn. elects officers	004	009	1		02	07	74
Kenner, La., seeks zoning change to curb amusement centers	001	003	1		02	12	74
Kenner, La., aldermen adopt rule on street name changes	001	003	2		02	12	74
Kenner, La., sewerage dept. seeks bids on improvements	001	003	4		02	12	74
Kenner mayor views report on planned NO airport expansion	001	012	2		02	20	74
Kenner, La., Council ammends amusement center ordinance	001	019	5		02	27	74
KENT STATE INCIDENT							
Chicago Trib.							
Justice Dept. officials re Enact 1970 Kent State shootings	001	002	2	*	02	19	74
Times-Picy							
Former Natl. Guardsman refuses to testify on Kent State	003	020	4		02	06	74
Grand jury recesses after 1st phase of Kent State probe	001	006	3		02	09	74
Kent State grand jury witnesses express faith in probe	001	006	1		02	10	74
US officials re Enact Kent State shootings	001	002	1	*	02	19	74
KENTUCKY--STATE GOVERNMENT							
L.A. Times							
Ky city starling invasion prompts gov to seek fed. help	I	004	5		02	15	74
KENYA--POLITICS & GOVERNMENT							
L.A. Times							
Univ. of Nairobi closed due to student demonstrations	I	006	1		02	27	74
KIDNAPING							
Chicago Trib.							
Patricia Hearst, daughter of Cal. newspaper exec., kidnaped	001	001	3		02	06	74
FBI steps up search for Patricia Hearst	001	003	4	*	02	07	74
Symbionese Liberation Army claims to hold patricia Hearst	001	001	4	*	02	08	74
Text of Symbionese Liberation Army letter to R. Hearst	001	006	2		02	08	74
Hearst kidnapers may seek freedom for 2 jailed radicals	001	001	5		02	09	74
History of Symbionese Liberation Army reviewed	001	004	4	*	02	09	74
Randolph Hearst eyes halt in communications with kidnapers	001	001	5	*	02	10	74
Militant prison inmate group tied to Hearst kidnaping	001	008	4	*	02	10	74
FBI seeks couple in Patricia Hearst kidnaping	001	018	1	*	02	11	74
Effect of Hearst kidnaping on San Francisco Bay area eyed	001	018	1		02	11	74
R. Hearst views lack of communication from kidnapers	001	003	4	*	02	12	74
3 Frisco area businessmen guarded after Hearst kidnaping	001	003	4		02	12	74
Text of Patricia Hearst's tape recording sent to parents	001	001	1	*	02	13	74
Hearst kidnapers demand for food for poor analyzed	001	005	1	*	02	13	74
R. Hearst terms kidnapers' food demands 'impossible'	001	001	1		02	14	74
Publisher, R. Hearst, raps US Atty Gen on kidnap remarks	001	003	5		02	15	74
Ed. Kidnaping of Patricia Hearst by Symbionese Army viewed	001	012	1		02	15	74
LTE. Kidnaping of Patricia Hearst by Symbionese Army hit	001	012	3		02	15	74
FBI probes 2 suspects in Patricia Hearst kidnaping case	001	001	4'		02	16	74
Transcript of Patricia Hearst's taped message to parents	001	001	4		02	17	74
Parents get taped message from Patricia Hearst	001	001	6		02	17	74
Reaction in California to Hearst kidnaping discussed	001	005	1		02	17	74
Randolph Hearst to announce food program tomorrow	001	003	1'		02	18	74
Randolph Hearst announces $2 mil. food giveaway in Calif.	001	001	1		02	19	74
Randolph Hearst names A. Kramer to head Cal. good giveaway	001	002	2		02	20	74
Randolph Hearst begins $2 mil. food distribution program	001	001	6		02	21	74
American Revolutionary Army kidnaps editor	ATLANTA CONSTN				02	22	74
	001	001	6	*			
Kidnapers of Patricia Hearst demand another $4 mil in food	001	001	6		02	22	74
Ed. Hearst & Murphy kidnapings discussed	001	012	1		02	22	74
ATLANTA CONSTN editor freed after ransom pmnt., 2 arrested	001	001	1	*	02	23	74
Hearst Corp offers $4 mil. in food as ransom for P. Hearst	001	001	1		02	23	74
SLA women's unit said to be holding Patricia Hearst	001	006	3		02	23	74
2 arrested & ransom recovered in Atlanta kidnap case	001	001	2	*	02	24	74
Hearsts refuse further SLA demands until Patricia's freed	001	003	3		02	24	74
ATLANTA CONSTN, editor, John Murphy, describes kidnaping	001	006	1	*	02	24	74
Kidnapers fail to respond to latest Hearst food offer	001	003	1		02	25	74
FBI discounts political motivation in Atlanta kidnap case	001	003	4		02	25	74
Hearst kidnaping seen as part of new terrorism in US	001	008	1		02	25	74
L.A. Times							
3 kidnapers seize Patricia Hearst, 19, in Berkeley	I	001	4	*	02	06	74
Neighbors of Patricia Hearst react to kidnaping	I	022	1		02	06	74
FBI seeks 4th suspect in patricia Hearst kidnaping	I	001	5	*	02	07	74
Fear surrounds UC campus after Hearst kidnaping	I	016	1		02	07	74
Demands awaited from Patricia Hearst's kidnapers	I	001	2	*	02	08	74
Text of SLA's communique no. 3 on P. Hearst kidnap demands	I	003	1	*	02	08	74
Patricia Hearst's friends describe personality	I	003	1	*	02	08	74
FBI agent thinks kidnapers may seek trade for p. Hearst	I	001	1	*	02	09	74
FBI searches for leads in Patricia Hearst kidnaping case	I	003	5		02	10	74
US FBI seeks 2 more persons in P. Hearst kidnaping case	I	003	5	*	02	11	74
Patricia Hearst's fiance, S. Weed, one member of SDS	I	003	5		02	12	74
R. Hearst reacts to silence of daughter's kidnapers	I	003	5		02	12	74
Value of Symbionese Liberation Army's Hearst ransom eyed	I	001	4	*	02	13	74
Symbionese Liberation Army issues 2nd Hearst ransom letter	I	001	6	*	02	13	74
Text of Symbionese Liberation Army's Hearst ransom demands	I	003	1		02	13	74
Previous kidnap fond demands discussed	I	003	3		02	13	74
Text of Patricia Hearst's recorded statement to parents	I	021	7		02	13	74
KPFA/FM, Berkeley, views messages on Hearst kidnaping	I	022	1		02	13	74
Randolph Hearst to set up food distribution system	I	001	5		02	14	74
FBI agent, Charles Bates, views Hearst kidnapers as hoods	I	001	6		02	14	74
Catherine Hearst claims $1 mil. donated to aid food plan	I	029	1		02	14	74
Atty Gen. Saxbe recants quote on FBI & Patricia Hearst	I	001	5		02	15	74
Reaction of Hearst family to kidnaping of daughter eyed	I	003	1		02	15	74
R. Hearst corrects wife's report on pledges from public	I	032	1		02	15	74
FBI allegedly searches for 2 escapees in Hearst kidnaping	I	001	5	*	02	16	74
D. Banks offers to head unit negotiating P. Hearst release	I	020	7		02	16	74
Taped message from P. Hearst on kidnapers' demands eyed	I	001	2		02	17	74
Hearst completes free food plan in effort to save daughter	I	001	5		02	18	74
Sympathy letters from poor to Hearst family discussed	I	003	4		02	18	74
R. Hearst pledges $2 mil free food plan to ransom daughter	I	001	5	*	02	19	74
Randolph Hearst announces details of free food plan	I	001	2	*	02	20	74
Couple arrested in la for plot to pose as Hearst kidnapers	I	027	4		02	20	74
Couple charged in LA with posing as Hearst kidnapers	I	002	5		02	21	74
Hearst's food distribution plan mobilized to save daughter	I	003	1	*	02	21	74
ATLANTA CONSTN. ed., John Murphy, kidnapedby extremists	I	001	5	*	02	22	74
Hearst kidnapers demand $4 mil. more in food program	I	001	6		02	22	74
US Atty gen & FBI dir. hold news conf on Hearst kidnaping	I	003	1	*	02	22	74
Hearst's 'People In Need' office evacuated by bomb scare	I	028	6		02	22	74
Hearst's big food giveaway creates chaos & violence	I	001	4	*	02	23	74
Atlanta editor, Johnr Murphy, set free by kidnapers	I	001	5	*	02	23	74
Hearst Corp to add $4 mil. to food plan if Patricia let go	I	001	5		02	23	74
Security firms get queries on bodyguards after kidnapings	III	007	7		02	23	74
Hearst food plan dirs. vow to solve distribution problems	I	001	3	*	02	24	74
Kidnaped editor of ATLANTA CONSTN describes 49 Hr ordeal	I	001	4	*	02	24	74
Zarrad ed in kidnaping of ATLANTA CONSTN editor Murphy	I	015	1	*	02	24	74
Alleged kidnapers of John' Reg' Murphy arrested	I	001	4		02	25	74
Hearst family awaits word from Symbionese Liberation unit	I	003	5		02	25	74
Resumption of Hearst's free food program delayed	I	003	6	*	02	26	74
Authorities can't find evidence of J.R. Murphy's kidnapers	I	004	2		02	26	74
World response to political kidnaping discussed	I	001	1		02	27	74
Cal. Gov. would refuse any SLA demands in Hearst kidnaping	I	003	4	*	02	27	74
Americans kidnaped abroad in recent years listed	I	022	3		02	27	74
Cartoon shows aged woman opposing 'People in Need' plan	II	007	2	*	02	27	74
Hearst's food distribution plan resumes in Cal.	I	001	1		02	28	74
J Wedworth offers Cal. bill on death penalty for kidnapers	I	030	5		02	28	74
Times-Picy							
IRA denies kidnaping W. German exec., T. Niedermeyer	001	026	6		02	03	74
Patricia Hearst, daughter of newspaper exec., kidnapped	001	001	4	*	02	06	74
Hearst family waits for word from kidnapers	001	007	1		02	07	74
Text of SLA demands sent to Randolph Hearst	001	002	2	*	02	08	74
No ransom demand made yet by group holding Patricia Hearst	001	001	7	*	02	09	74
Fiance promises P. Hearst's kidnapers won't be prosecuted	001	001	6		02	10	74
Guerrilla kidnaping techniques around the world viewed	001	004	1		02	10	74
FBI seeks witnesses to Hearst kidnaping	001	001	2	*	02	11	74
Father of Patricia Hearst awaits word from kidnapers	001	004	6		02	12	74
Kidnapers of Patricia Hearst demand free food for needy	001	001	8		02	13	74
Transcript of tape recording by kidnaped Patricia Hearst	002	008	1		02	13	74
Hearst says food price too high to meet kidnapers' demand	001	001	1		02	14	74
Hearst hits Saxbe's statement on action against kidnapers	001	001	4		02	15	74
EXAMINER says 2 black convicts sought in Hearst kidnaping	001	014	2		02	16	74
Hearst family gets tape from daughter after FBI report	001	001	2		02	17	74
R. Hearst to announce details of food giveaway program	001	001	4		02	18	74
R. Hearst to give $2 mil. aid for food program	001	001	1		02	19	74
6,000 welfare recipients refuse to take Hearst ransom food	001	001	2		02	20	74
R. Hearst announces setup of Peoples In Needfood program	001	002	6		02	20	74
People donate food & aid to Hearst food giveaway program	001	006	1	*	02	21	74
Hearst kidnapers demand $4 mil. more for food program	001	001	6		02	22	74
Kidnapers of ATLANTA CONSTN. editor demand $700,000 ransom	001	001	8	*	02	22	74
Hearst Corp. agrees to $4 mil. more in food giveaway	001	001	3	*	02	23	74
Reg Murphy freed by kidnapers following ransom payment	001	001	8	*	02	23	74
Ed. Recent cases of kidnaping by radicals discussed	001	012	1		02	23	74
Reg Murphy, ATLANTA CONSTN. ed., identifies kidnapers	001	001	1		02	24	74
Patricia Hearst's family waits for word from kidnapers	001	002	4		02	24	74
No word received from Symbionese Army on [illegible] food offer	001	004	5		02	25	74
Hearst food giveaway program delayed	001	002	7		02	26	74
FBI probes existence of Amer. Revolutionary Army	001	009	4'		02	26	74
Cal. Gov. Reagan says people should refuse SLA food ransom	001	009	1		02	27	74
ATLANTA CONSTITUTION ed. writes of humor in kidnaping	001	009	2		02	27	74
Editor of MEMPHIS PRESS SCIMITAR kidnaped, then released	001	002	3		02	28	74
Hearst food giveaway resumes today in Calif.	002	003	1		02	28	74
Wash. Post							
Patricia C. Hearst kidnaped in Berkeley, Calif.	A	003	2	*	02	06	74
FBI seeks 4th suspect in Patricia Hearst kidnaping	A	002	8		02	07	74
Symbionese Liberation Army claims credit for Hearst kidnap	A	001	4		02	08	74
FBI drawings of 3 suspected kidnapers of Hearst released	A	003	1		02	09	74
Couple sought as witnesses to patricia Hearst's kidnaping	A	006	6		02	11	74
Hearst kidnapers demand 'good faith' food program	A	001	6		02	13	74
Text of Patricia Hearst's tape recording sent to parents	A	003	1		02	13	74
Hearst vows to do whatever possible to set up food program	A	001	2	*	02	14	74
US Atty. Gen. Saxbe warns Hearst against supplying ransom	A	001	5		02	15	74
2 escapees seen as possible links in Hearst kidnaping	A	001	5		02	16	74
Captors of Patricia Hearst send 2nd tape to family	A	001	1		02	17	74
Randolph Hearst to announce large food program	A	022	1		02	18	74
Profile of Patricia Hearst & her fiance, Steven Weed	B	001	1	*	02	18	74
US Owned Frontino Gold Mines pays ransom in Colombia	C	007	1		02	18	74
R.A. Hearst announces $2 mil. food program	A	001	5	*	02	19	74
Hearst asks SLA to release Patricia for birthday, Feb. 20	A	003	3		02	20	74
Preparations for Feb. 22 Hearst food distribution eyed	A	003	5	*	02	21	74
ATLANTA CONSTITUTION editor, John R. Murphy, kidnaped	A	001	1	*	02	22	74
SLA demands Hearst add $4 mil. to food program	A	001	1		02	22	74
Kidnapped ATLANTA CONSTN. editor, Reg Murphy, released	A	001	1	*	02	23	74
R. Hearst refuses more funds until daughter is released	A	001	2		02	23	74
Reg Murphy writes about kidnaping	A	001	1	*	02	24	74
Ga. & federal authorities continue probe of Murphy kidnap	A	001	6		02	24	74
Hearsts work to correct mistakes in food giveaway program	A	009	1'		02	24	74
Hearst gets no response to offer for daughter's release	A	003	1		02	25	74
Fuel oil scheme seen as motive for Reg Murphy kidnapping	A	003	1		02	25	74
Raspberry eyes public reaction to Hearst kidnapping	A	021	4	*	02	25	74
No word from Hearst kidnappers	A	006	1		02	27	74
Raspberry sees Hearst's food distribution as 'spectacle'	A	023	4		02	27	74
Hearst food program to provide grade A groceries	B	004	2		02	28	74
KIDNEY DISEASE							
Times-Picy							
Gains in treatment of kidney patients described	007	007	1		02	10	74
KOREA, NORTH--POLITICS & GOVERNMENT							
Wash. Post							
Dispute between N. & S. Korea on trawler incidents viewed	A	018	1	*	02	17	74
KOREA, NORTH--POLITICS & GOVERNMENT							
Chicago Trib.							
N. Korean Pres apologizes to S. Korean Pres on old battle	1A	006	1	*	02	28	74
L.A. Times							
N. Korean navy sinks S. Korean trawler	I	011	1	*	02	16	74
KOREA, SOUTH--POLITICS & GOVERNMENT							
Chicago Trib.							
N. Korean Pres apologizes to S. Korean Pres on old battle	1A	006	1	*	02	28	74
L.A. Times							
N. Korean navy Sinks S. Korean trawler	I	011	1	*	02	16	74
Times-Picy							
Beech views political discontent in S. Korea	001	012	6		02	16	74
Korean churches protest rule of Pres. Park Chung Hee	007	009	1		02	17	74
Wash. Post							
Nixon receives diplomatic credentials of 8 ambassadors	B	003	1	*	02	02	74
South Korea arrests 5 literary figures	A	020	1		02	06	74
South Korea sentences 6 Christian clergymen	A	018	1		02	08	74
Edward Poitras views status of S. Korean Christian groups	B	014	1		02	08	74
Kim Jong Pil defends tough emergency decrees on riots	A	012	1		02	09	74
Pres. Park Chung Hee faces test of strength	A	008	1		02	11	74
Dispute between N. & S. Korea on trawler incidents viewed	A	018	1	*	02	17	74

FIGURE 2: Newspaper Index

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ENVIRONMENTAL ORGANIZATIONS

Sierra Club accused of using its funds to buy tax exempt status for other env groups
5:AU SFE A-1-6
Sierra Club is against Ca Cncl for Env & Economic Balance
6:AU SB A-6-1
Torrey Pines Protective Assn formed to fight coast developments
14:AU SDU B-1-7
Common Cause opens office in S Ca
19:AU LAT 10-1-2
Envts don't like Ca Cncl for Env & Economic Balance, a labor-business coalition
SP CJ 314

EPIDEMICS

See Also AGRICULTURE

Rabies epidemic spreads to Marin Co
5:JL SFE 2-1
Marin Co Health Dept blamed for 5 rabies cases
15:JL SFE A-1-1
Santa Clara Co's rabies epidemic
16:JL SJM 21-7
Rabies outbreak in Santa Clara Co
17:JL LAT 1-23-1
EDIT: Santa Clara Co residents should have pets vaccinated against rabies
17:JL SJM 22-1
Polio case discovered in LA Co
19:JL LAT 2-1-4
Marin Co fears rabies epidemic
22:JL SFE A-1-4
Polio epidemic feared in Ca (See Also LAT: 2-1-1)
25:JL SB A-1-4
St Bd of Control & Marin Co sued by couple bitten by rabid horse
27:JL LAT 1-2-5
Owners of rabid horse sue Marin Co & Ca for failure to diagnose illness
30:JL SFE 2-1
EDIT: Polio epidemic feared
30:JL SJM 22-1
Rabies outbreak feared in Butte Co
13:AU LAT 1-2-5
EDIT: Fear of polio epidemic in Ca
19:AU LAT 8-2-1
Ca's Newcastle disease epidemic is over
31:AU LAT 1-19-1
Newcastle disease quarantines lifted
4:SP SDU B-1-1

ETHICS IN GOVERNMENT

See Also PUBLIC OFFICIALS, REPUBLICAN PARTY

LA Supvsr Pete Schabarum admits altering contract to benefit relative of another supvsr
22:JL LAT 2-1-5
St Sen oks tougher conflict of interest law for St & local officials
10:AU LAT 1-29-1
LA Cmsnrs warned that acceptance of free travel offers could mean loss of jobs
21:AU LAT 2-1-5
St Sen passes conflict of interest laws applying to all govt officials except legislators (See Also LAT: 1-3-5)
22:AU SB A-4-1
Chrmn of St Bd of Equalization, William Bennett, joins suit against S Pacific Railroad, in which he holds stock
24:AU LAT 1-3-5
EDIT: William Bennett should resign from Southern Pacific Railroad or St Bd of Equalization to avoid conflict of interest
27:AU LAT 2-6-2
EDIT: St Bd of Equalization member, William Bennett, joins suit against S Pacific Railroad, in which he owns stock
29:AU SB B-10-1
Ken Gould, of St Dept of Finance, connected with firm that would benefit from St contract with IBM
14:SP LAT 1-3-5
EDIT: St Sen James Whetmore has employees of private busenesses on St payroll
14:SP LAT 2-6-1
Bart Christensen, ex-dir of St Dept of Tourism, uses St funds to mail his resumes
19:SP SB A-16-1

FACULTIES

LA Community Coll Dist teachers will get pay raise
20:JL LAT 2-1-6

FAIRS

SF's International Folk Fair
JL SFM 52
William Penn Mott becomes new dir of Cal Expo
AU CJ 271
EDIT: Cal Expo needs local support
15:AU SB B-6-1
EDIT: Santa Clara Co Fair
16:AU SJM 46-1
EDIT: Ca St Fair should be a success
23:AU SB B-10-1
EDIT: Success of St Fair may be good omen for Cal Expo
28:AU SB B-6-1
EDIT: Ca's St Fair is best in US
28:AU SB B-6-2
EDIT: Ca Horse Racing Bd has no right to compete with St Fair's races
6:SP SB B-6-1
EDIT: Ca's 1973 St Fair a success
11:SP SB B-6-1
EDIT: Less competition for St Fair's horse races
21:SP SB B-6-1

FARM LABOR

See Also AGRICULTURE, PESTICIDES, TEAMSTERS

Seasonal farm workers from Mexico may be required to get US visas
6:JL SDU B-1-4
Central Valley growers' labor problems
5:AU SFE A-8-1
EDIT: Farm labor dispute
6:AU SB B-6-1
Farm labor control bill revived in St Sen
8:AU SB A-3-6
AFL-CIO & Teamsters plan meeting to consider farm labor problems
10:AU LAT 1-3-4
Flournoy wants outside supervision of farm labor representation elections
11:AU SB A-12-1
EDIT: Farm workers should be allowed secret elections to select their representatives
13:AU SFE 32-1
Yuba-Sutter area faces farm labor shortage
15:AU SB A-1-1
Farm worker legislation has not helped farm workers
15:AU SDU B-11-4
EDIT: St should pass legislation for handling farm labor disputes
15:AU SB B-6-1
Secret elections should be used to determine farm worker representation
15:AU SDU B-11-1
US Justice Dept urges US Sup Ct to overturn ct ruling barring Mex farm laborers from entering US
17:AU LAT 1-3-1
Brown Jr says emergency laws should be passed to settle farm labor disputes
13:AU LAT 2-4-7
St Sen Finance Comm passes bill making farm workers eligible for welfare
28:AU SB A-4-1
Ca probably won't pass farm labor Legis
SP CJ 297
System of arbitration & mediation should be used to settle farm labor representation conflict - by Varden Fuller
SP CJ 299
Unionization has improved life of Ca farm workers
9:SP LAT 6-5-4
EDIT: St Legis should pass legislation for secret farm labor representation elections
11:SP SFE 36-1
Ca probably won't pass law for farm labor representation elections
13:SP LAT 1-2-5
St Legis postpones decision on farm labor bills
13:SP SB A-17-1
EDIT: St Legis should have passed farm labor bills
18:SP SB B-6-1
Ca growers try to enforce farm labor contracts with Teamsters
29:SP LAT 1-19-1
EDIT: Farm labor working conditions must be improved
30:SP LAT 6-2-1

FARM LABOR STRIKES, BOYCOTTS

See Also AGRICULTURE, TEAMSTERS UNION

EDIT: Ca consumers & agriculture can't tolerate UFW boycotts
13:JL SB B-8-1
Cesar Chavez asks investigation of police treatment of farm strikers
18:JL LAT 1-3-5
UFW pickets arrested in San Joaquin Valley
19:JL LAT 1-3-1
UFW pickets arrested in Fresno & Tulare Co's
20:JL LAT 10302
UFW continues picketing in San Joaquin Valley despite Ct restraining order
21:JL LAT 2-1-1
Cesar Chavez says he will continue picketing in San Joaquin Valley
22:JL LAT 2-1-6
Dist Atty orders UFW pickets released from Fresno jail
24:JL LAT 1-3-2
Fresno Co Dist Atty William Smith sworn in early due to farm strike
25:JL LAT 2-1-3
St Sen George Moscone urges investigation of beatings of UFW pickets by Fresno police
26:JL SB A-4-3
EDIT: Growers & farm labor strikers should not resort to violence
26:JL SB B-6-1
FBI asked to investigate charges of police brutality against UFW strikers
29:JL LAT 1-3-4
UFW will strike Delano grape growers (See Also SB: A-3-1)
30:JL LAT 1-3-3
UFW starts picketing in Delano (See Also SB: A-26-3)
31:JL LAT 1-3-4
Arrests of UFW pickets
1:AU LAT 1-3-1
UFW pickets in San Joaquin Valley
1:AU SB A-3-1
Ct orders UFW to halt picketing in Delano
2:AU LAT 1-3-6
UFW pickets fruit orchards in San Joaquin Valley
7:AU LAT 1-2-6
UFW does less picketing in Central Valley
7:AU SB A-3-7

FIGURE 3: California News Index.

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World News Digest With Index

FACTS ON FILE

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Volume 34, No. 1731 In 2 Sections, Section 1* Jan. 1–12, 1974

WORLD AFFAIRS

The Energy Crisis

U.S. seeks foreign ministers' meeting. Secretary of State Henry A. Kissinger Jan. 10 called on oil-producing and oil-consuming nations to seek a long-term multinational agreement to deal with the energy shortage. [See 1973, p. 1025E1]

Kissinger's appeal followed an announcement by the White House Jan. 9 that President Richard M. Nixon had asked foreign ministers of eight oil-consuming nations meet in Washington Feb. 11 to discuss world energy problems. Invitations were sent to the heads of government of Britain, Canada, France, Italy, Japan, the Netherlands, Norway and West Germany. Nixon also had sent messages to the 13 states belonging to the Organization of Petroleum Exporting Countries (OPEC), inviting them to join in the discussions with the consumer nations at a later date.

According to the text of the letter to the eight nations made public by the White House Jan. 10, Nixon warned that "the energy situation threatens to unleash political and economic forces that could cause severe and irreparable damage to the prosperity and stability of the world." The way was open either to "progressive division" and "increasing political conflict" or "enlightened unity and cooperation for the benefit of mankind," Nixon said.

The President said the purpose of the foreign ministers' meeting would be to analyze the situation and then "establish a task force" to "formulate a consumer action program." The program, he said, would "deal with the explosive growth of global energy demand" and would "accelerate the coordinated development of new energy sources." According to Nixon, the oil-consuming nations would seek to "meet the legitimate interests of oil-producing countries while assuring the consumer nations adequate supplies at fair and reasonable prices."

Kissinger's remarks on the fuel crisis were made at a joint news conference with William E. Simon, head of the Federal Energy Office. The secretary said the goal of multilateral agreements lay behind President Nixon's proposal for the Feb. 11 energy conference. Kissinger advised the oil-consuming nations not to seek individual agreements with oil-producers to protect their supplies because such "unrestricted bilateral competition will be ruinous for all countries concerned." [See below]

Kissinger also cited the problems of the developing nations, most of whom, he noted, could not pay for the increased price of Arab oil.

Kissinger spoke a few hours before leaving for a trip to Egypt and Israel to help both countries work out an agreement on disengaging their troops along the Suez Canal. [See p. 2F1] He said in his mediative role he would submit "general ideas" to both sides in the hope they could be "transformed into a concrete proposal."

OPEC delays price changes. The Organization of Petroleum Exporting Countries (OPEC) announced Jan. 9 after a three-day meeting in Geneva that there would be no "increase or decrease in the [basic] price of crude oil until April 1." [See 1973, p. 1071F1]

Iranian Finance Minister Jamshid Amouzegar, who issued that statement, said the OPEC would raise its prices after April 1 if import costs continued to rise. According to Amouzegar, a four-point agreement reached at the OPEC meeting provided for continued pricing studies, a decrease in the fixed relationship between posted prices and actual market prices, possible creation of a development bank to assist underdeveloped countries to pay their higher oil bills and a renewed plea to consumer nations to combat inflation.

U.S. warns Arabs on embargo. U.S. Defense Secretary James R. Schlesinger said in a television interview Jan. 7 that if the Arabs continued their oil embargo against the U.S., the American public might be provoked into demanding force be taken to end the ban. But Schlesinger said he believed the oil producers recognized the problem and would not push too far. [See 1973, p. 1001A1]

Another warning on the oil boycott was voiced Jan. 8 by Vice President Gerald R. Ford, who said the economic disorder caused by the cutoff might result in a reduction of U.S. food shipments to the Middle East and North Africa. Ford did not threaten a deliberate American move to end food shipments to those regions but emphasized the "circular flow" of the world economy "that requires the cooperation of all to keep things moving."

Kuwait and Saudi Arabia, regarding Schlesinger's remarks as a threat of military intervention, were reported Jan. 9 to have made plans to blow up their oil wells in the event of an American attempt to occupy them. Kuwaiti newspapers quoted Foreign Minister Sheik Ahmed Sabah al-Jaber as saying that mines had been planted near the fields and could be detonated at a moment's notice.

Arab press reports from Riyadh said Saudi Arabia also had wired its oil fields with explosives that would be set off in the event of a U.S. attack.

FIGURE 4: Facts on File.

THIS WEEK

A

World Affairs

U.S. called on eight oil-consuming nations to meet in Washington on energy crisis; long-term multinational agreement sought; OPEC delayed price changes; U.S. warned Arabs on oil embargo, Libya warned on oil leakage to U.S.; other developments.

Middle East troop talks continued in Geneva; Israelis lifted Suez blockade, canal fighting tapered off.

B

Thieu claimed war had resumed in South Vietnam; 8 died in Cambodian shelling.

Dollar gained, yen devalued.

Faulkner quit party post in Northern Ireland; IRA suspects freed.

Pages 1-3

U.S. Affairs

President Nixon rejected Senate Watergate Committee subpoenas; panel asked enforcement of first subpoena; Jaworski withdrew from 4 cases; 3 Watergate burglars granted parole.

C

President issued ITT, milk fund statements.

State legislatures meeting in 1974.

IRS said it would re-examine Nixon tax returns; President impounded waste treatment funds, blocked bus aid bill, signed other bills; popularity rating 29%; Saxbe became attorney general.

Impeachment panel studied areas of investigation; Metzenbaum took Saxbe's Senate seat.

D

FEO fuel directives; refiners to be audited; airlines warned of fuel price increases.

Union drive on wages predicted; steelworkers sought 'substantial' raises.

U.S. reduced force in Thailand; other news of military and defense.

Supreme Court limited exclusionary principle.

E

Pages 3-10

Other Nations

Executive kidnapped in Argentina.

Australian immigration goals estimated.

Bahamas Cabinet revised.

Canadian oil tax bill approved.

Chilean leftist appeared in Cuba.

China military command shuffled.

Cuba showed interest in U.S. talks.

British economic crisis worsened.

U.S. to sell Iran 30 warplanes.

F

Japan signed trade pact with China.

Pakistan nationalized banks, industries.

Panama-U.S. preliminary canal pact.

South Korea charter foes curbed.

Soviet government condemned 'Gulag.'

New Spanish Cabinet named.

Gas rationing began in Sweden.

Uruguay raised wages, consumer prices.

Prompt Venezuelan oil take-over urged.

West German Sunday driving ban canceled.

G

News of other nations.

Pages 10-16

* Section 2 is a 1973 interim Index

REFERENCES in brackets give location of background information in this & preceding volumes

Union List of Newspapers on Microform in the California State University and Colleges Libraries. Fullerton: California State University, 1973.

The list gives library locations for 2,050 titles and is in two parts: an alphabetical list by title, and a geographical list. If you have a reference to a newspaper article which is not in our library, you can get a free photocopy of the article through interlibrary loan if any of the other CSUC libraries has it.

REVIEW QUESTIONS

1. For what types of research are backfiles of newspapers useful?

2. What are the advantages of microfilming newspapers?

3. Are newspapers indexed as extensively as periodicals? How would you go about finding an article on national news in a paper which has no index?

4. What advantages, besides location of articles in the Times, are offered by the New York Times Index?

5. What major newspapers presently have their contents indexed?

6. What are the special characteristics of the California News Index?

7. What is Facts on File? How does it differ from a regular newspaper?

8. Where can you find statistical information about a particular newspaper?

5. GENERAL REFERENCE SOURCES

There are many ways of finding the information you need in the library. We have already explored three of them--using the card catalog, browsing the shelves in appropriate Library of Congress call numbers, and using indexes to serials. Many students limit themselves to these three techniques in doing library research, and in this way they miss a good deal of valuable material.

For example, by using the card catalog, one student was able to find thirteen books on Sir Arthur Conan Doyle, the author of the Sherlock Holmes stories. By going to the appropriate call numbers in the stacks (PR 4623 and PR 4624), she was able to locate twelve books. By using additional sources, which librarians call "reference books," she was able to find fourteen articles about him and his works, and citations to sixty-nine additional articles in books, magazines, and newspapers. Obviously, there is a lot that the card catalog isn't telling you about what the library has to offer.

The reference department of the library is the place to go for this additional material. A reference department (we call ours at Love Library Research and Reference) consists of people as well as books. Reference librarians are trained in the art of retrieving information. They are there to help you, whether you need the answer to a specific question or information on a topic you are researching.

There are some rules to follow, however, when you use the librarian's help:

1. Don't hesitate to ask, even if you aren't quite sure what you want. The librarian can help you to clarify your needs and get you going in the right direction.

2. Be as specific as you can in asking your questions. In other words, try and tell the librarian what you really want. One student spent a half hour poring over the San Diego Municipal Code (what he had asked for), when he really wanted to read the law involved in a speeding ticket he had been issued that day. (Actually, that law is included in the California Vehicle Code.)

3. If the librarian suggests a work which doesn't give you what you need, don't give up! There are numerous sources in practically every field of knowledge and the librarian can probably give you more leads if you need them. For example, although the Dictionary of Political Science (the librarian's first guess) didn't define the term "white paper," another reference book, The New Language of Politics, did.

4. Finally, librarians are only human. A librarian may know a good deal about art and music, but not quite as much about business administration. If the librarian doesn't feel that he can do justice

> to your question and refers you to another librarian, don't feel that he is just trying to get rid of you. He wants you to get the best help possible, and is turning you over to someone whose specialty is your area of interest.

But of course the best reference librarians could not help you without books. Librarians have argued for years about a good definition for the term "reference books," so there is no point in discussing the question at length here. However, reference books tend to have these general characteristics:

1. They emphasize factual information, and are organized for quick retrieval of facts.

2. They give superficial rather than in-depth coverage of their subject or subjects.

3. They are useful either in answering specific questions or in providing references for in-depth study.

As point number three above suggests, there are two kinds of reference books. Some can meet your needs directly. These include the encyclopedias, almanacs, dictionaries, and atlases you have used all your lives to answer questions such as:

Who assassinated Abraham Lincoln?
What is the population of Philadelphia?
Where is Odessa?
Who directed the movie "Birth of a Nation?"
What is parchment?
Who said, "Under every stone lurks a politician?"

Other reference books, the indexes, abstracts, and bibliographies, don't contain what you are looking for, but tell you where to find it. In these sources, you will find answers to questions such as:

Where can I find the text of Martin Luther King's "I Have a Dream" speech?
I need a list of good books on the Italian cinema.
I'm trying to find the poem that begins, "When I put her out, once, by the garbage pail."
How can I locate articles on equal employment opportunity for women?

In the remainder of this chapter, we will explore several types of reference books--dictionaries, encyclopedias, "fact books" of various sorts, biographical works, geography sources, bibliographies, and indexes.

DICTIONARIES

You are more likely to own a dictionary than any other type of reference books. In fact, if you are studying a foreign language, you probably own more than one dictionary! For the purposes of this course, we will discuss four types of dictionaries:

1. General language dictionaries.
2. Thesauri.
3. Foreign language dictionaries.
4. Dictionaries for special subjects or purposes.

1. General language dictionaries.

Although most people know that the dictionary can tell you what a word means and how it is spelled many are unaware of the additional information this valuable book can give you. The following list suggests what you can expect from a good dictionary:

a. Spelling, including variant forms. British and American spellings should both be given.

b. Definitions, preferably with examples of usage.

c. Pronunciation.

d. Grammatical information. Is the word only a noun, or can you also use it as a verb?

e. Synonyms. Although a thesaurus is a better source for these, the ones in the general dictionary can help you to discern shades of meaning between two similar words.

f. Etymology (origin of the word). While the Oxford English Dictionary (discussed below) is the best source for studying the history of a word, a good general dictionary will at least give the Latin, Greek, or French root from which the word was derived.

General dictionaries come in two sizes: Unabridged (the heavy ones on dictionary stands in the library), and abridged (the smaller ones which most people have in their homes and offices). There are four major unabridged dictionaries in general use today:

1. Funk and Wagnalls New Standard Dictionary.[1]
2. The Random House Dictionary of the English Language.[2]
3. Webster's New International Dictionary of the English Language, second edition.[3]
4. Webster's Third New International Dictionary.[4]

It doesn't matter, for most purposes, which one you consult. However, there are two points to keep in mind. First, the two Webster's dictionaries arrange their definitions in historical order, giving the oldest

meaning first. (Funk and Wagnalls and Random both stress modern usage.) Second, the older Webster's (the second edition) is probably the best source for obsolete or little-used words.

There are many excellent abridged dictionaries available; if you are interested in comparing them for purchase or use, Winchell's Guide to Reference Books (discussed at the end of this chapter) can be helpful. Or, ask the reference librarian!

Before we leave the field of general language dictionaries, there is one other important work to mention. That is the Oxford English Dictionary,[5] in twelve volumes plus supplements. If you want to know the origin of a word, or how it has been used at various times and by major authors, or practically anything about the history of a word, the O.E.D. is for you.

2. Thesauri.

In your career as a student writing papers, you have probably had the experience of finding just the right word to express a concept, and then "wearing it out" by using it too many times in your work. Intelligent use of a thesaurus or dictionary of synonyms can add interest and variety to your writing style. Two major works of this type are Roget's International Thesaurus,[6] arranged by concepts, and Webster's New Dictionary of Synonyms.[7] Since Webster's is arranged alphabetically as is a general dictionary, you may find it easier to use in the beginning, but keep Roget's in mind as a source of further vocabulary development. For example, let's say that you want a synonym for the word "nosy." In Webster's, just look up the word "nosy;" there you will find eight synonyms listed. To use Roget's, you must look up the word "nosy" in the index. The index refers you to two concepts, "Intrusion" and "Curiosity;" between them, you find twenty-five adjectives you could use as alternatives to "nosy." In addition, under these concepts you find listed many nouns, verbs, and phrases which could also be useful.

3. Foreign language dictionaries.

There are two types of foreign language dictionaries: those which give English equivalents for foreign words and phrases and vice versa, and those which are exclusively in the foreign language. In the first year or so of language study, you will probably want to use the first type exclusively. However, as your skill increases, and especially as you begin to study literature in the foreign language, you will want to use dictionaries written exclusively in that language. Many of these are similar to the Oxford English Dictionary in scope, indicating what a word meant in previous centuries, and how it has been used by important writers of the language in question. Mentioning specific titles in specific languages is beyond the scope of this course, but Research and Reference can supply you with the works you need. To find them, consult the reference card catalog under the subject heading for your language. For example:

Spanish language--Dictionaries
French language--Dictionaries
German language--Dictionaries

4. Dictionaries for special subjects or purposes.

Many fields of study have a language of their own, frequently consisting of ordinary English words given a new meaning by specialists in the field. For example, if you come across an unfamiliar term such as "long pull" in a journal article, a regular dictionary wouldn't help you to find its meaning. You would have to go to a work such as the Prentice-Hall Encyclopedic Dictionary of Business Finance. When you are working in a specialized field, you will probably have to consult one of these subject dictionaries to clarify terminology. There are too many of them to name here, but you can locate one when you need it through the card catalog. Just use the name of your subject and the subheading "dictionaries," as in:

Art--Dictionaries
Law--Dictionaries
Medicine--Dictionaries

Another terminology problem is slang. Since slang is often either indecent or ephemeral or both, most standard dictionaries are conservative about including it. Yet writers, in attempting to capture the spirit of real life in their works, frequently use slang. Until you become an aficionado, of say, Norman Mailer, you are apt to miss the full effect of his prose without the help of a work such as the Dictionary of American Slang.[8]

To conclude this discussion of dictionaries: if you have explored all the sources you can think of and are still uncertain about the meaning of a word or phrase, go to the reference librarian for help. He can probably help you to find the definition or explanation you need.

ENCYCLOPEDIAS

One of the commonest questions asked at the reference desk of Love Library (running a close second to "Where's the pencil sharpener?") is "Where are the encyclopedias?" Using an encyclopedia is a very good way to begin researching a topic, and many students wisely get an overview of their subject by scanning the appropriate article in Britannica, Americana, or Collier's. In this section we will discuss two types of encyclopedias: general encyclopedias (the ones you have probably been using since grade-school days) and specialized subject encyclopedias. To get the most out of using an encyclopedia, keep in mind the following points:

1. What you are getting is just an overview, and sometimes a dated one. Use the encyclopedia as a point of departure for, not in place of, your research.

2. The latest encyclopedia isn't always the best, especially for non-technical topics. The ninth and eleventh editions of the Britannica, for example, contain very scholarly articles on topics such as art literature, and philosophy, many of which have been cut in length in the later editions and revisions to make way for more scientific material. In the ninth edition, the article on Goethe was seventeen pages long; by the 1970 revision, it had been trimmed to just over seven pages in length.

3. Don't neglect the bibliographies provided in the encyclopedia. They can be a useful basis for further study. In most encyclopedias, the bibliography is at the end of each article; in Collier's, however, there is an annotated bibliography covering all fields of knowledge in the last volume of the set.

4. Most important of all, remember that nearly all of the multi-volume encyclopedias, whether general or specialized, have an index volume. Chances are good that you won't find everything the encyclopedia has to say about your topic just by looking up the article assigned to it. For example, the article on Leonardo da Vinci in Britannica gives you nine pages of text, a good beginning. But if you consult the index, you can find forty-four additional references to him and his work, including four illustrations which you would have missed by reading only the article about him.

1. General encyclopedias.

There are many general encyclopedias in Love Library, including some one-volume works and some foreign encyclopedias. However, the four American encyclopedias most popular with students are:

1. Collier's Encyclopedia.[9]
2. Encyclopaedia Britannica.[10]
3. Encyclopedia Americana.[11]
4. World Book Encyclopedia.[12] (Although this one is nominally a school encyclopedia, its excellent illustrations and clear, well-written text make it valuable on all levels.)

2. Specialized encyclopedias.

All too often, a student doing research in a field begins his work with an introduction from a general encyclopedia, and then moves his efforts directly to the card catalog. By so doing he skips an important inter-

mediate resource: the subject encyclopedia. There are multi-volume sets devoted to music, art, education, philosophy, religion, social sciences, and science and technology, to name just a few. These encyclopedias obviously cover the subject in question in far more detail than a general encyclopedia can. For example, the 1972 edition of the Americana devotes two pages to Mozart; the Grove Dictionary of Music and Musicians[13] contains sixty pages of text, charts, and bibliography about Mozart. The 1973 Collier's article on Sigmund Freud is three pages long, while the International Encyclopedia of the Social Sciences[14] takes ten pages to discuss his life, work, and influence. To find a specialized subject encyclopedia, use the subdivision "Dictionaries" for your subject in the card catalog:

Music--Dictionaries
Social sciences--Dictionaries

FACTS AND WHERE TO FIND THEM

Searching for specific pieces of information is an important aspect of library research. All our lives, we are faced with finding answers to questions like:

Where is Middlebury College?
What is the most recent gross national product of Switzerland?
What is the population of Houston?
What is the average annual per capita consumption of chocolate bars?

Sometimes, these questions stem from idle curiosity; other times from a class assignment; and still other times from a need for as much information as possible upon which to base an important business decision. In this section, we will discuss the following general types of "fact books:"

1. Almanacs
2. Handbooks and manuals
3. Yearbooks and annuals
4. Directories
5. Concordances
6. Books of quotations

1. Almanacs

An almanac is a handy collection of frequently-needed facts and statistics, gathered from many sources and reprinted under one cover. Most almanacs appear yearly, and present information in easy-to-read charts and tables. The key to an almanac is its index. Since you are using the almanac to retrieve a specific bit of information as quickly as possible, an accurate, detailed index is essential. Two of the most popular almanacs are:

The World Almanac.[15]

The Information Please Almanac.[16]

2. Handbooks and manuals.

Handbooks and manuals (the two terms are more or less interchangeable) attempt to give basic information about a certain field. Since they are meant to serve as quick reference guides, they are shorter than subject encyclopedias. Handbooks and manuals are like almanacs in that you generally refer to them for bits of specific information, often in the form of tables and charts, rather than for background material. For example, a man trying to figure out what to wear to an afternoon wedding doesn't want to wade through a long encyclopedia article about marriage customs; he flips quickly to the index of Amy Vanderbilt's Complete Book of Etiquette[17] and finds that there is a table listing appropriate clothing for all types of weddings. Needless to say, a good index is just as important for a handbook or manual as it is for an almanac. There are handbooks and manuals available in many fields and for many purposes, including auto repair, history, literature, home repairs, and chemistry. To find one in the card catalog, use the subject subdivision "Handbooks, manuals, etc.:"

Chemistry--Handbooks, manuals, etc.

Two interesting reference books related to handbooks are the Guinness Book of World Records[18] and Kane's Famous First Facts.[19] The Guinness book, originally compiled by a British brewer to help settle bets in pubs, is a collection of information about the longest, the fastest, the biggest, the strongest, and other superlatives. In it you can find listed the quickest-acting poison, the name of the world oyster opening champion, the fastest roller coaster, and the toughest firsts in every field, from abdominal operations to zoom lenses. These two books are used extensively by radio announcers who have run out of things to say.

3. Yearbooks and annuals.

These are publications which have two major functions: to give current statistics, and to present the major events of the year in question. Some yearbooks, such as those for encyclopedia sets, perform both functions; others, such as the statistical works published by government agencies, stress facts and figures. In this section we will present only general yearbooks, but there are specialized ones available in literature, agriculture, political science, and other areas.

Each of the major encyclopedias publishes a yearbook, primarily to update the information given in the main set. There is usually a chronological list of the major events of the year, a main section with articles updating the set in all fields of knowledge, and a series of feature articles on timely topics. (In 1973, for example, Britannica Book of the Year treated the subjects "Woman: A Technological Castaway" and "Marijuana in Perspective," and Collier's Year Book included "Wine" and "Vietnam: American Leaves the War.") Like the sets themselves, the yearbooks have useful, detailed indexes to their contents.

BEST COPY AVAILABLE

Government agencies, whether domestic, foreign, or international are probably the best over-all source of statistics. Many other works, such as almanacs, present statistical material, but most of it is merely reprinted from government sources. For statistics regarding any aspect of the U.S. -- population, education, health, business, science, or whatever--consult the Statistical Abstract of the United States,[20] published annually by the Bureau of the Census. Most states and many foreign countries also publish statistics; these works are in Research and Reference. For world statistics, or for countries whose statistical material is not available, the United Nations publishes several works, including the U.N. Statistical Yearbook.[21]

To find the yearbook or statistical work you need, use the subheadings "yearbooks" and "statistics" in the subject section of the card catalog:

Political science--Yearbooks

Ireland--Statistics

4. Directories.

Directories are tools which help you to get information about people or institutions. Undoubtedly the one you are most familiar with is the telephone directory. There are many other types of directories, including directories of educational institutions, professional and other associations, research foundations, corporations, and college faculty members. Some directories list only name and address; others, such as the Encyclopedia of Associations,[22] include information about organizational structure, meetings, and publications. As you do research in a subject field, you will probably have need to use a directory. To find the right one for your needs, use the subdivision "directories" after the subject or place name:

San Diego, Calif.--Directories

5. Concordances.

A concordance is an index to the important words in the works of an author, or in a book such as the Bible. It can help you to find a quotation when you can only remember a word or two, or it can lead you to all the places the word is used. For example, by using A Complete and Systematic Concordance to the Works of Shakespeare, you can find all the passages in Hamlet, or in all of Shakespeare's works, where the word "soul" is used. Thanks to computers, publishers can produce concordances relatively easily, and they are being published for the works of more and more authors. We are not going to study concordances in depth in this course, but students who are planning to study literature should be aware that they exist.

6. Quotations.

At some time in your life you have no doubt had to work with a famous quotation. Perhaps your history teacher assigned you a theme on "Give

me liberty or give me death!"; perhaps you tried to find the origin of a quotation you came across in a novel or a magazine article. Although Bartlett's Familiar Quotations[23] is the most famous work, there are several books of quotations which can help you find the exact wording and origin of quotations. You can usually approach a given quotation by several key words, as well as by the author's name, since the quotation books have very good indexes.

BIOGRAPHICAL INFORMATION

No matter what field you decide to go into, you are almost certain to need biographical information about a famous or important person at some time or other. Whether you are writing a history paper, checking up on someone in the news, or gathering information about your club's next speaker, so that you can introduce him, you will eventually find yourself in the biography section of the reference department, either at Love Library or elsewhere. What kinds of materials will you find there?

First, there are sources which actually give you biographical information about persons. Some, such as Chamber's Biographical Dictionary,[24] contain short sketches about persons from all countries and from all eras, from Julius Caesar to Jerome Kern. Other sources are limited by time period (Current Biography,[25] for example, emphasizes people in the news), and still others by country. (Who's Who in America[26] and the Dictionary of American Biography[27] are limited to the U.S.; many other countries also have national biographies.) In addition, there are numerous specialized biographical sources for professions; examples of these are American Men and Women of Science and Who's Who in American Politics. Most of these sources are arranged alphabetically. The amount of information they give ranges from a brief sketch (as in Chamber's) to a full-fledged article (as in the Dictionary of American Biography).

Second, there are sources which don't give you the biographical information directly, but tell you where you can find it. Biography Index[28] leads you to current biographies published in books and journals.

To find a biographical source in Research and Reference, use "Biography" directly as a subject heading, or use it as a subheading under the specific country or subject, as in:

Germany--Biography

Business--Biography

GEOGRAPHICAL SOURCES

Geography is one subject which no one, student or otherwise, can ignore. Whether you consult a road map in an unfamiliar part of town, look in an atlas to see how far your cousin lives from New Orleans, or read a guidebook about San Francisco to plan your next vacation, you are using geographical reference works. There are three major types of geographical sources: maps and atlases, gazetteers, and guidebooks.

An atlas is a collection of maps, bound into one or more volumes. A good one, in several volumes and covering the entire world, is the Time Atlas of the World.[29] Specialized atlases, covering only certain regions, countries, or periods in history, can also be found in the Research and Reference Department. One example of a specialized atlas is Shepherd's Historical Atlas,[30] which contains maps illustrating the history of the world from about 2500 B.C. to the twentieth century. To find the atlas you need, use "Atlases" as a subject heading or subheading:

Atlases

Bible--Atlases

A gazetteer does not generally include maps; instead, it gives information about cities, rivers, mountains, deserts, and other places. What is the population of Columbus, Ohio? Are there any bodies of water near the city? How high is Mount Shasta? What are the latitude and longitude of Rock County, Wisconsin? These are the types of questions the gazetteer will answer for you. While many atlases include some of this information, the most complete gazetteer is the Columbia-Lippincott Gazetteer of the World.[31]

Guidebooks are basically designed for tourists, but they are also a good source for the history, cultural traditions, and activities of the countries and regions they discuss. Many are well-illustrated with maps and photographs. The Research and Reference section of Love Library has an excellent collection of guidebooks from all over the world.

BIBLIOGRAPHIES

The word "bibliography" has several meanings. A bibliography can be a list of readings on a particular subject from various sources, or a list of works by a given author. These are the bibliographies you will most likely use in doing library research. Bibliographies are usually considered indirect rather than direct sources of information. They answer questions such as:

Is there a translation of one of Thomas Mann's novels available in paperback?
What has been written about ragtime piano music?
What is considered to be the best biography of Queen Victoria?

Bibliographies have been compiled on every subject imaginable, from infant care to Wagnerian opera; you are very likely to find one closely related to almost any area in which you may be working. By using a bibliography compiled by an expert in your field, you not only save time in finding materials; you also get help in sorting the more useful from the less useful works. Some bibliographies attempt to be complete (that is, to list all available works on the subject), while others are selective and limit themselves to the most useful works. Annotations, or brief notes indicating the content and value of the works included in the bibliography, can be very useful. How do you find a bibliography on your particular subject? One way is to look up your subject in the card catalog, using the subdivision "Bibliography:"

Arabia--Bibliography

Juvenile delinquency--Bibliography

Another way is to consult Besterman's work, A World Bibliography of Bibliographies.[32] However, many excellent bibliographies will not be listed in the card catalog, since they appear as parts of books or as journal articles. You can find these bibliographies by using Bibliographic Index,[33] an index which lists bibliographies from books, magazines, and pamphlets on all subjects.

You will be creating bibliographies yourself if your library research is for a term paper or thesis, because you will have to list the sources you used in gathering your material or in getting background information. Chapter 7 of this syllabus will give you some ideas about making and organizing bibliographies.

A special type of bibliography is "trade bibliography," which is basically a list of books which are or which will be available through publishers and book stores. There are several of these, but the best known is Books in Print.[34] By using Books in Print you can verify an author, title, or publisher, get the price of a book, and determine whether or not it is available in paperback. Not all books are listed here--they may be "out of print," not yet published, or published abroad, for example--so ask the reference librarian to help you if you don't find your book listed in Books in Print.

The Library of Congress, our national library, publishes a catalog of its collection and that of other major research libraries in the U.S. This National Union Catalog, in many volumes, consists of photocopies of catalog cards. Research and Reference has a set of National Union Catalog, as well as the catalogs from the British Museum in London, the Bibliotheque Nationale in Paris, and the libraries at U.C.L.A. and Berkeley. These catalogs of large research libraries can be used to verify authors, titles, dates, and publishers, and to find library locations for books which we do not have at San Diego State University.

INDEXES

When most library users think about indexes, they usually have in mind tools like the Readers' Guide, which indexes magazine articles. However, there are other indexes which are just as valuable; these indexes lead you to poems, short stories, essays, and other works which are not published separately, but in collections. For example, if you need to find O. Henry's short story "Furnished Room" what do you do? You could go to the card catalog and flip through the appropriate drawer, hoping to find contents notes on at least some of the cards. Or, you could go upstairs to the stacks and thumb through some collections of O. Henry's stories, and possibly come upon it. But a more efficient way is to use Short Story Index[35] and its supplements. This work indexes the contents of many collections of short stories, so that you can find exactly where a particular story has been published. There are similar works indexing poems, plays, and speeches. The reference librarian can help you find these tools, or you can find them yourself by using the subheading "Indexes" in the subject card catalog:

Drama--Indexes

Speeches, addresses, etc.--Indexes

Poetry--Indexes

Another very valuable work is the Essay and General Literature Index.[36] It will lead you to chapters and articles from books, either by subject or by author. The Index covers all fields of knowledge.

Dissertations from San Diego State and other institutions are a useful source for library research. Before you begin extensive work on a topic, it is helpful to determine what other academic researchers have done in the field. The index to our SDSU master theses is entitled Theses and Dissertations Accepted for Advanced Degrees at San Diego State; it indexes all theses written since 1950 by department. The index to doctoral dissertations from U.S. and a few foreign universities is Dissertation Abstracts International. It is organized into two sections: A, humanities and social sciences, and B, sciences and engineering. Dissertation Abstracts has a comprehensive subject index, covering the years 1861-1972.

As you can see, reference books are useful, but they are also complicated. The number and variety of works available could confuse anyone; even librarians have a hard time keeping abreast of them. Winchell's Guide to Reference Books,[37] the "reference librarian's bible," helps librarians to buy and to use the right reference book at the right time. You, the library user, can also use Winchell to good advantage in identifying and selecting the most useful reference works in your field of study.

RESEARCH AND REFERENCE, LOVE LIBRARY

Research and Reference offers several important services in addition to its strong collection of reference books and periodical indexes. There is an extensive, well-maintained vertical file, with pamphlets and clippings on a wide variety of subjects, as well as a large collection of corporation reports. The Advertising Resources Center is a collection designed to help students in marketing and advertising. Also, you can find a good collection of telephone directories from throughout the U.S. and from several foreign countries in this area.

REVIEW QUESTIONS

1. What are some general characteristics of reference books?
2. What features should a good general dictionary have?
3. How do Webster's dictionaries differ from those published by Random House and by Funk and Wagnalls?
4. What special features does the Oxford English Dictionary have?
5. What is a thesaurus used for?
6. How can you find the meanings of terms in specialized fields, such as law or medicine?
7. How can a specialized encyclopedia, such as the Dictionary of Music and Musicians, help you with library research?
8. What is an almanac?
9. What purpose is served by an encyclopedia yearbook?
10. What organizations are good sources for statistics?
11. Why would you use a directory, such as the Encyclopedia of Associations?
12. How would you go about finding out who said, "The only thing I am afraid of is fear."?
13. How would you go about finding biographical information about someone like Paul Newman?
14. What is a gazetteer? How does it differ from an atlas?
15. How can bibliographies help you in doing library research?
16. How would you go about finding the text of "The Lottery," a short story?
17. If you find yourself doing work in a field which is unfamiliar to you, how can you find the titles of the best dictionaries, bibliographies, and other basic works in the field?

REFERENCE BOOKS MENTIONED IN THIS CHAPTER

PE 1625 S7 1963 Ref

1. Funk and Wagnalls New Standard Dictionary of the English Language. New York: Funk and Wagnalls, 1963.

PE 1625 R3 1967 Ref

2. The Random House Dictionary of the English Language. New York: Random House, 1967.

PE 1625 W4 W3 1953 Ref

3. Webster's New International Dictionary of the English Language. 2d ed. Springfield, Mass.: G. & C. Merriam Co., 1953.

PE 1625 W36 1966 Ref

4. Webster's Third New International Dictionary of the English Language. Springfield, Mass.: G. & C. Merriam Co., 1966.

PE 1625 M7 1933 Ref

5. The Oxford English Dictionary. Oxford: Clarendon Press, 1933. 13 vols.

PE 1591 M37 1962 Ref

6. Roget's International Thesaurus. New York: T. Y. Crowell, 1962.

PE 1591 W4 1968 Ref

7. Webster's New Dictionary of Synonyms. Springfield, Mass.: G. & C. Merriam Co., 1968.

PE 3729 U5 W4 1967 Ref

8. Wentworth, Harold. Dictionary of American Slang. New York: T. Y. Crowell, 1967.

AE
5
C683
Ref

9. Collier's Encyclopedia. New York: Crowell, Collier and Macmillan 24 vols.

AE
5
E363
Ref

10. Encyclopaedia Britannica. Chicago: Encyclopaedia Britannica. 24 vols.

AE
5
E333
Ref

11. Encyclopedia Americana. International ed. New York: Americana Corp., 30 vols.

AE
5
W55
Ref

12. World Book Encyclopedia. Chicago: Field Enterprises Educational Corp., 20 vols.

ML
100
G885
1954
Ref

13. Grove, George. Dictionary of Music and Musicians. 5th ed. New York: St. Martin's Press, 1954. Supplementary volume 1961. 10 vols.

H
41
I5
Ref

14. International Encyclopedia of the Social Sciences. New York: Macmillan and the Free Press, 1968. 17 vols.

AY
67
N5 W7
Ref

15. World Almanac and Book of Facts. New York: The New York World-Telegram, 1868-

AY
64
I55
Ref

16. The Information Please Almanac. New York: Macmillan, 1947-

BJ
1853
V27
1967
Ref

17. Vanderbilt, Amy. New Complete Book of Etiquette; the guide to gracious living. Garden City, New York: Doubleday, 1967.

AG
243
G85
Ref

18. Guinness Book of World Records. New York: Sterling Publishers, 1962-

AC
5
K315
1964
Ref

19. Kane, Joseph N. Famous First Facts. 3d ed. New York: H. W. Wilson Co., 1964

HA
202
Ref

20. U.S. Bureau of the Census. Statistical Abstract of the United States. Washington, D.C.: U.S. Government Printing Office, 1878-

HA
12.5
U63
Ref

21. United Nations. Statistical Office. Statistical Yearbook. 1948- Lake Success.

HS
17
G32
Ref

22. Encyclopedia of Associations. Detroit: Gale Research Co., 1961-

PN
6081
B27
1968
Ref

23. Bartlett, John. Familiar Quotations; a collection of passages, phrases, and proverbs traced to their sources in ancient and modern literature. 14th ed., rev. and enl. Boston: Little, Brown, 1968.

CT
103
C4
1969
Ref

24. Chamber's Biographical Dictionary. Rev. ed. New York: St. Martin's Press, 1969.

CT
100
C8
Ref

25. Current Biography. New York: H. W. Wilson Co., 1940-

E
663
W56
Ref

26. Who's Who in America. Chicago: Marquis, 1899-

E
176
D56
Ref

27. Dictionary of American Biography. New York: Scribner's, 1928- 22 vols. and index.

Z
5301
B5
Ref

28. Biography Index. New York: H. W. Wilson Co., 1946-

G
1019
T52
1955
Ref

29. Times Atlas of the World. Mid-century ed. London: Times Publishing Co., 1955-59. 5 vols.

G
1030
S4
1969
Ref

30. Shepherd, William R. Historical Atlas. 9th ed. New York: Barnes and Nobel, 1964 (reprinted with revisions, 1969).

G
103
L7
1962
Ref

31. Columbia-Lippincott Gazetteer of the World. Morningside Heights, N.Y.: Columbia University Press, 1962.

Z
1002
B5685
Ref

32. Besterman. A World Bibliography of Bibliographies. 4th ed. Lausanne, Societas Bibliographica, 1965-66.

Z
1002
B594
Ref

33. Bibliographic Index. New York: H.W. Wilson Co., 1938-.

Z
1215
P97
Ref

34. Books in Print. New York: R. R. Bowker Co., 1948-.

Z
5917
S5 C6
Ref

35. Cook, Dorothy E., ed. Short Story Index. New York: H.W. Wilson Co., 1953, and supplements.

AI
3
E752
Ref

36. Essay and General Literature Index. New York: H.W. Wilson Co., 1900-33-.

Z
1035
W79
1967
Ref

37. Winchell, Constance. Guide to Reference Books. 8th ed. Chicago: American Library Association, 1967, and supplements.

6. SOURCES FOR LITERARY CRITICISM AND LITERARY BOOK REVIEWS

Until now, we have concentrated on basic types of materials for library research rather than on specific works in subject fields. Now, let's see how knowledge of basic information sources can help in exploring a specific area, literary criticism. Sooner or later, practically every student, whether motivated by curiosity or necessity, finds himself looking for information about an author or a work of literature. The possible sources of information are as varied as for any field--the card catalog, periodical and newspaper indexes, and various types of reference books can all be useful. In this chapter, the emphasis will be on English and American literature, although some of the sources discussed are worldwide in scope. The same types of works exist, however, for the literatures of other nations. Whether you are studying German, Russian, French, or Spanish literature, there are handbooks, bibliographies, and other works to help you.

THE CARD CATALOG (SUBJECT SECTION)

When using the card catalog, choose subject headings that are as specific or as general as you want the books to be. That is, if you want a general history of English literature, use:

English literature--History and criticism

If you want a book which will concentrate on the Victorian period, look under:

English literature--19th century--History and criticism

On the other hand, you may want something which deals with just one author, Thomas Hardy. If so, try:

Hardy, Thomas, 1840-1928

It may be that you must study one of Hardy's novels, Jude the Obscure, in detail. If so, use the specific heading:

Hardy, Thomas, 1840-1928
Jude the Obscure

If you are unsure about what heading to use, the reference librarian on duty or the "red book," Library of Congress List of Subject Headings, will be helpful.

PERIODICAL INDEXES

Probably the most useful index for finding critical material is the MLA Bibliography of Books and Articles on the Modern Languages and Literatures.[1] It includes contemporary criticism of literature in the major languages from all periods. The bibliography is well arranged and easy to use, becasue it is classified not only by country and century, but also by individual author. The MLA Bibliography is actually more than just a periodical index; it also includes festschriften and books.

Humanities Index is another good source for articles about literature. You can look up either a broad subject, such as "English literature," or a particular author, for example "Hardy, Thomas."

NEWSPAPER INDEXES

Most of the major U.S. newspapers publish book reviews; their indexes generally indicate them. The Wall Street Journal Index, for example, has a subject heading, "Book reviews," in the general news section. The New York Times is a very good source for reviews. You can find them through the New York Times Index or by using the separately published New York Times Book Review Index.[2]

REFERENCE BOOKS

Reference books can be extremely useful as you study literature. Some of the more important types of literary reference books are: indexes to book reviews and criticism, plot summaries, dictionaries, handbooks, and other works which define and clarify terms and references, histories of literature, biographical sources dealing with authors, bibliographies, and indexes to critical articles in periodicals and books.

1. Some Indexes to Book Reviews and Criticism.

   Keep in mind, when you use book review sources, that it is important to know the year in which the book was first published. These sources are arranged chronologically, by date of original publication. You might, for example, want a review of Graham Greene's novel, The Quiet American. Although your paperback copy was printed in 1966, by reading the fine print on the reverse side of the title page, you determine that the book was first published in 1956. Therefore, to find reviews of the book, you would need to find the 1956 volume of Book Review Digest, or whatever source you select.

Book Review Digest[3] summarizes reviews of popular books from many English language periodicals. It includes both complete citations to the reviews and excerpts from them.

Book Review Index[4] indicates reviews for many more books than does Book Review Digest, but it gives only citations to the reviews.

Index to Book Reviews in the Humanities[5] indicates reviews of more scholarly works than does Book Review Digest. It includes all fields in the humanities, including literature.

Essay and General Literature Index, described in Chapter 5, is a very good source for literary criticism published in collections, about individual authors, movements in literature, or entire periods.

2. Plot Summaries.

Although some people look down on plot summaries, they have their place in literary studies. You should not use them in lieu of reading the book, but they can help you to understand what is happening in complex works such as James Joyce's Ulysses. The commonest plot summaries are Masterplots,[6] edited by Frank Magill. These come in several series, and summarize both classics and contemporary literature. They are arranged alphabetically by title rather than by author.

Who was the strange young boy in Thomas Mann's Death in Venice, and what did he signify? You can find the answer to this and to many other questions about the people in books by consulting the Cyclopedia of Literary Characters.[7] The Cyclopedia goes through about 1300 important works of literature, naming and describing the principal characters. Like Masterplots, it is arranged by the title of the work.

3. Dictionaries, Encyclopedias, and Handbooks.

As you work with literature, questions about literary terms and genres, as well as references to characters, are bound to come up. What, exactly, is iambic pentameter? What are the characteristics of the Gothic novel? And who was Dickie Sludge? The works which answer these types of questions are given several names--dictionaries, encyclopedias, handbooks, and so on--but they serve the common purpose of defining and clarifying literary terminology. Those listed here are just examples of works which can be helpful.

The Encyclopedia of World Literature in the 20th Century,[8] a three-volume work, provides worldwide coverage of contemporary literature, including entries on major authors, literary movements and genres, and national literatures.

The Reader's Encyclopedia[9] is a good, all-purpose encyclopedia which contains short entries for literary biography, symbols and myths, genres, and other terms or names needing clarification when you are working with literature.

Shipley's Dictionary of World Literary Terms[10] does not include biography, as does the Reader's Encyclopedia. It is probably a better source for obscure terms, and descriptions of genres are sometimes more detailed. There is a short section at the end which reviews trends in literary criticism in many countries.

A Handbook to Literature[11] is another excellent source for definitions; it features an outline of English and American literary history.

The Oxford Companion to English Literature[12] is a guide to British authors and their works, literary characters and allusions, and important milestones in English literature. The Oxford Companion to American Literature[13] serves the same purpose for American literature.

4. Histories.

For any student of literature, history is of great importance. Who, or what, influenced George Eliot to write Silas Marner? To what school or group of writers did Emerson belong? What influences has Faulkner had on twentieth-century fiction? These and other questions arise often, and reference books can provide partial answers. (Naturally, any of the preceding questions could be the subject of a PhD. dissertation, or even a lifetime of study. Literary history and interpretation are rarely definitive.)

In English literature, Baugh's Literary History of England[14] is a basic work. Its four main sections cover literary history from the old English period to modern times, and footnotes point the way both to standard editions and to significant critical works. A generous bibliographic supplement completes the work.

Spiller's Literary History of the United States,[15] a very important work in the field, traces American literature from colonial times to the middle of the twentieth century, and provides valuable insight throughout. A selective bibliography recommends further readings in the history of each era covered. Volume II of this work is an important bibliography of American literature and is discussed in the section of this chapter on bibliographies.

5. Biographies

As you may recall from the discussion of reference books in chapter 5, many biographical sources are limited to persons in a particular profession. The field of literature is well represented by biographical tools, since an author's life is frequently a key to understanding his works.

Kunitz and Haycraft have prepared a series of works about British and American authors. The format of the series is standard throughout: a portrait; two or three pages of biographical information; a listing of principal works; and a bibliography of significant criticism. The titles, for the most part, describe the scope of the individual works:

British Authors Before 1800.[16]

British Authors of the Nineteenth Century.[17]

American Authors: 1600-1900.[18]

Twentieth Century Authors.[19] (Plus a supplement)

Although Twentieth Century Authors is worldwide in scope, it is aimed at the American reader. Foreign authors must have works available in English to be included.

For biographies of authors publishing more recently, the best source is Contemporary Authors.[20] This publication gives personal information about the author and indicates his career, writings to date, and work in progress.

6. Bibliographies

Many bibliographies have been prepared in the fields of English and American literature. Some are very broad in scope; others are limited to one period or aspect of literature (romanticism, Victorian literature, frontier literature, and so on); still others are limited to a single author. Whatever your needs, the appropriate bibliography can save you a lot of time and effort in your literary research.

One of the most important bibliographies for English literature is the Cambridge Bibliography of English Literature.[21] It provides very detailed coverage of all aspects of English literature and life from their beginnings (approximately 600 A.D.) to the end of the nineteenth century. The bibliography includes both editions of the original works and criticism. Volume IV is a detailed index with author, title, and subject entries.

For American literature, Volume II of Spiller's Literary History of the United States[22] is a valuable bibliography. It includes works describing all aspects of American culture--materials on periods and types of literature, including Indian lore, folk tales, and popular literature, publications depicting regions of the U.S., and works by and about individual authors.

7. Specialized indexes

A great deal of literary criticism is published in periodicals and anthologies, and tracking down this material can sometimes be time-consuming. Many reference books have been published to help library users find criticism of specific literary works. There are indexes to criticism of plays, poems, and short stories, as well as novels. Some of the works are limited by country of origin or period (for example, The American Novel Through Henry James), while others are more general. For a list of some of these specialized indexes and their call numbers, consult the appendix to this chapter.

REVIEW QUESTIONS

1. What subject heading would you use in the card catalog to find a book on American literature of the nineteenth century?

2. Which periodical indexes are most useful for finding literary criticism?

3. Name several good sources for book reviews.

4. What purpose does a work like Masterplots serve?

5. Where would you go to find a definition of a literary term, such as "conceit?"

6. What specialized biographies are available for British and American authors?

7. For what purpose would you use a work such as the Cambridge Bibliography of English Literature?

8. What shortcut could you use to find criticism of a work such as George Eliot's Adam Bede?

REFERENCE WORKS AND INDEXES MENTIONED IN THIS CHAPTER

Index Table

1. MLA International Bibliography of Books and Articles on the Modern Languages and Literature. New York: Modern Language Association, 1963-

Index Table

2. New York Times Book Review Index, 1896-1970; supplements for 1971- . New York: New York Times, Arno Press, 1973-

Index Table

3. Book Review Digest. New York: H. W. Wilson Co., 1905-

Index Table

4. Book Review Index. Detroit: Gale Research Co., 1965-

Index Table

5. Index to Book Reviews in the Humanities. Detroit: Philip Thomson, 1960-

PN 44 M35 Ref

6. Magill, Frank N., ed. Masterplots; Comprehensive Library Edition. New York: Salem Press, 1968.

PN 44 M48 1954-69 Ref

_____. Survey of Contemporary Literature; Updated Reprints of 1500 Essay Reviews from Masterplots Annuals, 1954-1969. New York: Salem Press, 1971.

PN 44 M48 Ref

Masterplots Annual. New York: Salem Press, 1954-

PN 44 M28 Ref

7. Magill, Frank M., ed. Cyclopedia of Literary Characters. New York: Harper and Row, 1963.

PN 774 L433 Ref

8. Encyclopedia of World Literature in the 20th Century, ed. W. B. Fleischmann. New York: Ungar, 1967.

PN 41 B4 1965 Ref

9. Benét, William R., ed. The Reader's Encyclopedia, 2d ed. New York: Crowell, 1965.

PN 41 S5 1970 Ref — 10. Shipley, Joseph T., ed. Dictionary of World Literary Terms, Forms, Technique, Criticism, Rev. ed. Boston: Writer, 1970.

PN 41 H6 1972 — 11. Holman, C. Hugh. A Handbook to Literature; Based on the Original by W. F. Thrall and Addison Hibbard, 3d ed. Indianapolis: Odyssey Press, 1972.

PR 19 H3 1967 Ref — 12. Harvey, Paul, ed. Oxford Companion to English Literature, 4th ed. Oxford: Clarendon Press, 1967.

PS 21 H3 1965 Ref — 13. Hart, James D. Oxford Companion to American Literature, 4th ed. New York: Oxford University Press, 1965.

PR 83 B3 1967 Ref — 14. Baugh, Albert C., ed. A Literary History of England, 2d ed. New York: Appleton-Century-Crofts, 1967.

PS 88 L522 1963 v. 1 Ref — 15. Spiller, Robert E., et al., ed. Literary History of the United States: History, 3d ed. New York: Macmillan, 1963.

PR 105 K9 Ref — 16. Kunitz, Stanley J., and Howard Haycraft, ed. British Authors Before 1800, a Biographical Dictionary. New York: H. W. Wilson Co., 1952.

PR 451 K8 Ref — 17. _____. British Authors of the Nineteenth Century. New York: H. W. Wilson Co., 1936.

PS 21 K8 Ref — 18. _____. American Authors, 1600-1900; a Biographical Dictionary of American Literature. New York: H. W. Wilson, Co., 1938.

PN 771 K86 Ref — 19. _____. Twentieth Century Authors; a Biographical Dictionary of Modern Literature. New York: H. W. Wilson Co., 1942. First supplement: 1955.

Z
1224
C6
Ref

20. Contemporary Authors. Detroit: Gale Research Co., 1962-

Z
2011
B3
1966
Ref

21. Bateson, F. W., ed. The Cambridge Bibliography of English Literature. Cambridge: The University Press, 1966.

PS
88
L522
v. 2-3

22. Spiller, Robert E., et al., ed. Literary History of the United States: Bibliography, 3d ed. New York: Macmillan, 1963.

APPENDIX

LITERARY CRITICISM

PS 221 C8 Ref. Desk — A Library of Literary Criticism: Modern American Literature, by Curley & Kramer. 3 vols. 1969.

PR 473 T4 Ref. Desk — A Library of Literary Criticism: Modern British Literature, by Temple & Tucker. 3 vols. 1966.

PN 813 C8 Ref. Desk — A Library of Literary Criticism: Modern Romance Literatures, by Curley. 1967.

PR 83 M73 Ref. Desk — A Library of Literary Criticism of English and American Authors, by Moulton. 8 vols. 1966.

Z 1225 L492 Ref. Desk — Articles on American Literature, 1900-1950, 1950-1967, by Leary. 1954, 1970.

Z 7016 G9 Ref. Desk — Greek & Roman Authors: a Checklist of Criticism, by Gwinup & Dickinson. 1972.

PN 771 C59 Ref. Desk — Contemporary Literary Criticism. 2 vols. 1973, 1974.

NOVEL CRITICISM

Z 1231 F4 G4 Ref. Desk — The American Novel: a Checklist of 20th Century Criticism, by Gerstenberger & Hendrick. 2 vols. 1961, 1970.

Z 1231 F4 H64 Ref. Desk — The American Novel Through Henry James, by Holman. 1966.

Z 1231 F4 N4 Ref. Desk — The American Novel: Sinclair Lewis to the Present, by Nevins. 1970.

Z 2014 F4 B4 Ref. Desk — The English Novel: a Checklist of 20th Century Criticism, by Bell & Baird. 1958, 1973.

Z 1231 F4 A34 Ref. Desk — The Contemporary Novel, by Adelman & Dworkin. 1972.

Z 5916 K4 Ref. Desk — The Continental Novel: a Checklist of Criticism in English, 1900-1966, by Kearney & Fitzgerald. 1968.

Z 2014 F5 P26 Ref. Desk — English Novel Explication: Criticism to 1972, by Palmer & Dyson. 1973.

DRAMATIC CRITICISM

Z 1231 D7 P3 Ref. Desk — American Drama Criticism, by Palmer & Dyson. 1968, 1970.

Z 5781 P2 Ref. Desk — European Drama Criticism, by Palmer & Dyson. 1968, 1970.

Z 5781 B8 Ref. Desk — Modern Drama: a Checklist of Critical Literature on 20th Century Plays, by Adelman & Dworkin. 1967.

Z 5782 S34 Ref. Desk — Guide to Critical Reviews: Dramas, Musicals, Screenplays. 4 vols in 5. 1966, 1967, 1968, 1971.

Z 5781 B8 Ref. Desk — Dramatic Criticism Index: a Bibliography of Commentaries on Playwrights from Ibsen to the Avant-Garde, by Breed & Sniderman. 1972.

Z 5781 S17 Ref. Desk — The Drama Scholar's Index to Plays and Filmscripts, by Samples. 1974.

POETRY CRITICISM

Z 2014 P7 K8 Ref. Desk — Poetry Explication: a Checklist of Interpretation Since 1925 of British & American Poems Past & Present, by Kuntz. 1962.

PR 401 E9 Ref. Desk — The Explicator Cyclopedia, by Walcutt & Whitesell. 3 vols. 1966.

SHORT STORY CRITICISM

Z 5917 S5 W33 Ref. Desk — 20th Century Short Story Explication: Interpretations, 1900-1972, by Walker. 1967, 1970, 1973.

Z 1227 C58 Ref. Desk — American Literature: Poe Through Garland, by Clark. 1971.

7. GOVERNMENT PUBLICATIONS

Governments issue publications on a wide variety of topics, ranging from education, health, and defense to baby care, gardening, and cooking. The terms documents and government publications are often used interchangeably. No matter what the topic, documents should be considered a possible source of information. A small sample of some titles of documents indicate the wide variety.

Midair collisons in U.S. civil aviation.
Mexican farm labor program.
Vegetable situation.
Commercial blueberry growing.
How to buy butter.
Prevention of iron-deficiency anemia in infants and children of pre-school age.
The quality of urban life.
Homeownership and resident counseling: a selected bibliography.
Earthquakes.
Tooth care.
Method for determining the resolving power of photographic lenses.
Bibliography on smoking and health.
Local jails.
Children and poetry.

The types of governments who publish are:

1. Intergovernmental bodies
2. National (U.S. and foreign)
3. States or provinces
4. Local (cities and counties)

Many libraries do not keep all government publications together. There are government publications in all parts of this library. To find government publications here consult catalogs located throughout the library, including the main card catalog, Education Resource Center and Sciences and Engineering Library as well as the Government Publications Department.

GOVERNMENT PUBLICATIONS DEPARTMENT
(Malcolm A. Love Library)

The Government Publications Department handles United States, California and United Nations publications. Excluded are U.S. Office of Education and California Department of Education, and affiliated agencies of the United Nations (such as World Health Organization, Food and Agriculture Organization and United Nations Educational, Scientific and Cultural Organization).

BEST COPY AVAILABLE

The Government Publications Department does not handle states other than California, San Diego City and County or foreign governments.

U.S. GOVERNMENT PUBLICATIONS

The United States government is the largest publisher in the world. Therefore, few libraries have a large percentage of its publications.

This Library is a selective depository for U.S. publications. This means that, from a designated list of items (an item means a group of publications, such as annual reports or a specific series from a certain agency), we select those we wish to receive on a regular basis. In addition, we receive on microprint all the items listed in the Monthly Catalog (see below for further explanation).

A. Arrangement of U.S. documents

Arranged by Superintendent of Documents (SuDocs) classification number rather than Library of Congress classification system. The SuDocs number is based on the issuing agency, rather than subject.

Examples of classification number:

1. *L1.2: Ag8 v.4* (Problems involved in applying a federal minimum wage to agricultural workers)

L	Department of Labor
1	Office of Secretary
.2	General publication (not a part of a series)
Ag8	Cutter number for key word in title: Agricultural
v.4	Volume 4

2. *I28.27: 8549* (Energy potential from organic wastes)

I	Department of Interior
28	Bureau of Mines
.27	Information circular
8549	no. 8549

B. Guides to location

1. Documents catalog

A dictionary card catalog with issuing agency (as author), title and other added entries, and subject filed in one alphabet.

There is also a shelf list, arranged by SuDocs call number. It gives holdings for most items. When shelf list card says "see check-in card for current holdings," please ask at desk.

BEST COPY AVAILABLE

2. Monthly Catalog

Although far from listing all U.S. government documents, the Monthly Catalog of United States Government Publications is the most complete listing there is.

a. Indexes: Starting in 1974, the Monthly Catalog has three separate indexes: subject, personal author (where there is one) and title. Previously, these indexes were integrated in one alphabet.

There is an annual cumulative index.

b. Sample entry (from March 1974 catalog):

Banking, Housing and Urban Affairs Committee, Senate
Washington, DC 20510

03246 Oversight on housing and urban development programs, Toledo, Ohio, hearings before Subcommittee on Housing and Urban Affairs, 93d Congress, 1st session, June 14 and 15, 1973. 1973. v+400 p. [Hearings held in Toledo, Ohio.] + ● Item 1035
L.C. card 73-603188 Y 4.B 22/3 : H 81/68

Foreign Relations Committee, Senate
Washington, DC 20510

03247 Overseas Private Investment Corporation, report by Subcommittee on Multinational Corporations, together with additional views; Oct. 17, 1973. 1973. iii+48 p. (Committee print, 93d Congress, 1st session.) +
L.C. card 73-602962 Y 4.F 76/2 : Ov 2/3

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

Government Operations Committee, Senate
Washington, DC 20510

Executive privilege, secrecy in Government, freedom of information, hearings before Subcommittee on Intergovernmental Relations, and Subcommittees on Separation of Powers and Administrative Practice and Procedure of Committee on Judiciary, Senate, on S. 858 [and other bills].

03248 v. 1. Apr. 10-May 16, 1973. 1973. vi+537 p. il. 2 pl. * Paper, $3.75 (S/N 5270-01997). ● Item 1037 & 1042
L.C. card 73-602897 Y 4.G 74/6 : Ex 3/4/v.1

Judiciary Committee, Senate
Washington, DC 20510

03249 Nominations of James D. McKevitt, Robert G. Dixon, jr., to be Assistant Attorneys General, hearings, 93d Congress, 1st session, on James D. McKevitt, of Colorado to be Assistant Attorney General, Office of Legislative Affairs, and Robert G. Dixon, jr., of Maryland, to be Assistant Attorney General, Office of Legal Counsel, Jan. 30, 1973. 1973. iii+5 p. + ● Item 1042
L.C. card 73-603231 Y 4.J 89/2 : M 19/6

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Washington, DC 20559

Circular.

03250 2C. Selected bibliography for writers. Nov. 1973. [1] p. 4° + ● Item 802-A
LC 3.4/2 : 2 C

*For Sale by Superintendent of Documents
+Distribution Made by Issuing Office
#Not Available for Sale or Distribution

Key to sample entry on page

1. Entry number (found through use of indexes. Numbers are consecutive throughout the year and begin with number 1 every year).
2. Name of issuing agency.
3. Title.
4. Volume 1 of these hearings and date of hearings.
5. Date of publication.
6. Number of pages
7. Illustrations and other bibliographic description.
8. Available from Superintendent of Documents in paperbound form and price.
9. Superintendent of Documents Classification number.
10. This is a depository item indicated by black dot and item number.

To find a publication in this library, use the SuDocs class number. If we do not have it in hard copy, the item can be located in the microprint set by using the following pieces of information: month and year of Monthly Catalog, entry number in Monthly Catalog, and whether item is depository (black dot) or not.

We have on microprint depository items since 1962 and non-depository items since 1960.

3. For other indexes, see "Some Important Reference Tools," page 66.

CALIFORNIA DOCUMENTS

A. Arrangement

Arranged by California State Library classification system. Similar to SuDocs number as it is based on the issuing agency rather than subject. The number, however, looks a little different.

Example:

N300 B7d (The brush problem on California livestock ranges)

N	Natural Resources Department
300	Division of Forestry
B7d	Cutter number for title

B. Guides to location

1. Card catalog

There is a separate card catalog for California publications, arranged in one alphabet with agencies (as authors), titles and other added entries, and subjects.

2. California State Publications

A listing of state publications received by the California State Library, this is a monthly with a title-subject index. The annual issue is a cumulation of the monthlies (not just a cumulation of the index).

This library is a complete depository for California documents and, in theory, should receive most of the publications of the State.

UNITED NATIONS PUBLICATIONS

The Government Publications Department handles only those agencies covered in the United Nations Documents Index. This includes the various divisions of the main body of the United Nations but not the affiliated agencies.

A. Arrangement of U.N. publications

Arranged by United Nations sales and documents numbers with separate sections for periodicals, official records and indexes and reference books.

B. Guide to location

There is a card catalog (arranged like U.S. and California - agency, subject, title in one alphabet) in the United Nations section. Also, the United Nations Documents Index may be used to supplement the card catalog. This library has a microprint edition of United Nations documents since 1946.

LEGISLATION

A. Definitions

1. *Bill.* The form of legislation as originally introduced.

2. *Hearing.* Verbatim account of the discussion before the Committee that is given the bill.

3. *Report.* Recommendation by the Committee to the main body.

4. *Documents and Prints.* Additional information used by Committee, although not always written by it. These apply to U.S. Congress only.

B. Tracing legislation

Bill → Committee (Hearing and report) → Proceedings and debate (for U.S., Congressional Record; California has nothing comparable) → Conference Committee (if differences on bills passed by each house) → Final passage → President's or Governor's signature (if vetoed, returned to Congress or Legislature for possible overrule) → Law

C. Legislation in progress

1. Digest of Public Bills. Tells what is in the bills and what has happened to them. Published at frequent intervals when Congress is in session.

2. Congressional Monitor. Weekly report showing progress of bills in Congress.

3. C.I.S. Index. Abstracts of Congressional publications and legislative action. Issued monthly.

4. Congressional Index (located in Research and Reference). Excellent guide for tracing action on Congressional bills and voting records of Congressmen.

5. For California, use Assembly and Senate Daily Files, Daily Histories, and Journals. Also Legislative Index. All of these are combined at end of year into Final Calendar of Legislative Business.

D. Enacted laws

1. U.S. laws

a. *Slip laws*. Separate copies of a law printed as soon as law is enacted. Includes citation in Statutes at Large, where law will appear later.

b. *Statutes at Large*. Complete and official compilation of all the laws of the United States. Citations are by volume and page (e.g., 85 Stat 421). Indexed by title of bill and by subject.

c. *United States Code*. The law currently in force arranged by 50 subjects (or "titles"). Indexed by popular name, title of bill, and subject.

2. California laws

   a. *Statutes and Amendments to the Codes:* like Statutes at Large, this is the law as originally passed and in chronological order.

   b. *Codes*. The most complete set of California codes is a non-government one called West's Annotated Codes and is found in the Research and Reference Department, not in the Government Publications Department.

E. Administrative Law

Certain regulatory agencies have the authority to make decisions and issue regulations which have the force of law.

1. *Federal Register*. Current rulings of agencies of the Executive Department, Presidential proclamations, etc.

2. *Code of Federal Regulations*. Compilations of the rulings that have appeared in the Federal Register, excluding those that have appeared since the publishing of the Code. Arranged by subject.

3. *California Administrative Code* (kept in Research and Reference Department). The State equivalent to the Code of Federal Regulations.

ADDITIONAL INFORMATION

A. Circulation. Most government documents circulate for the same loan period as books. They must be charged out and returned at the desk in the Government Publications Department. Fines will be charged for overdues.

B. Reserve. The Government Publications Department has its own reserve for documents that instructors want placed there for class use.

C. Desk Reference. Certain important and popular reference items are kept behind the desk and circulate for two hours only.

D. Reference help. General questions can be answered by the staff. For help on reference questions, please consult with any of the four librarians in the Government Publications Department.

SOME IMPORTANT REFERENCE TOOLS

A. Basic Handbooks

1. U.S. Government Organization Manual. Describes all agencies of the government and lists officials and addresses.

2. Congressional Directory. Gives biographical sketches and committee membership of members of Congress, as well as departmental officials and diplomatic representatives of the U.S.

3. Biographical Directory of the American Congress, 1774-1971. Contains short biographical sketches of all members of Congress since the Continental Congress, and lists membership of each Congress.

4. Constitution of the U.S.A., Analysis and Interpretation ("Annotated Constitution"). Contains Constitution with brief notation of leading Supreme Court decisions affecting each part through 1972.

5. California Blue Book. Directory of agencies and individuals in the state government. Includes historical background material. Issued every five years.

6. California Roster. Lists of State, county and township officials, as well as a directory of State services. Issued annually, it also serves as an update to the Blue Book.

B. Indexes

1. Poore's Descriptive Catalog. U.S. documents, 1774-1881.

2. Ames Comprehensive Index. U.S. documents, 1881-1893.

3. Documents Catalog. U.S. documents, 1893-1940.

4. Checklist of United States Public Documents, 1781-1909. A listing by SuDocs number. Also used to find House and Senate Reports and Documents in this period.

5. Monthly Catalog. 1895-

6. California State Publications, 1945-

7. United Nations Documents Index, 1950-

C. Current Events

1. Congressional Quarterly Weekly Report, 1945-
Summarizes important events involving Congress and other Federal government activities. A very important source of information about Congress' work, including status of important bills. Index is published quarterly (cumulative for the year). There is also an annual summary called Congressional Quarterly Almanac.

2. California Journal, 1970-
Similar to Congressional Quarterly, but covering State government.

D. Statistics

1. American Statistics Index, 1973-
A comprehensive index to statistical publications of the United States government. Abstracts parts of publications.

2. Statistical Abstract of the United States, 1878- (Annual)
Invaluable for statistics of all kinds and their sources.

3. Census materials. General statistics on population, business, industry, agriculture, transportation, etc.

4. Handbook of Labor Statistics.

5. California Statistical Abstract, 1960- (Annual)
Compilation of statistics on all aspects of the state.

6. United Nations Demographic Yearbook.
World-wide statistics on population trends, mortality, natality, marriage, etc.

7. United Nations Statistical Yearbook.
World-wide statistics on many subjects: trade, education, agriculture, finance, etc.

8. Yearbook of National Accounts Statistics. (U.N.)
Production and consumption data of individual nations, balance of payments, gross national product, etc.

E. For further information on government publications

Boyd, Anne Morris and Rae Elizabeth Rips. United States Government Publications. New York: H.W. Wilson Company (various editions).

Schmeckebeir, Laurence F. and Roy B. Eastin. Government Publications and Their Use. Washington: Brookings Institution (various editions).

REVIEW QUESTIONS

1. What is the difference between documents and government publications?
2. Can all government publications be found in one place in this library?
3. What are the three governments whose publications are handled by the Government Publications Department in this library?
4. Are all United Nations publications kept in the Government Publications Department?
5. Who is the largest publisher in the world?
6. How are United States documents arranged?
7. What is the most complete index to U.S. government publications?
8. What are two possible ways of finding U.S. documents in this library?
9. How are California documents located?
10. What is the difference between a bill and a law?
11. What are two sources for legislation in progress?
12. Where can U.S. laws be found?
13. Do government publications circulate?
14. What is the best source for information on current activities of the U.S. government?
15. What is an invaluable source of statistical information?

8. MICROFORMS AND OTHER NON-BOOK MATERIALS

No longer is the library a place to find only books. There are now many non-book materials located in a library. These include microforms, disc and tape recordings, films and filmstrips, slides and pictures, and maps.

The most important collection of non-book materials in this library is microforms so we will first discuss microforms and then other non-book materials.

MICROFORMS

Definition: All types of microphotography which reproduce a publication in a size too small to be read by the unaided eye.

Types:

1. Transparent
   a. Microfilm - Roll film, available on both 35mm and 16mm, negative and positive, on open reels and in cartridges. Most microfilm in this library is 35mm, positive, on open reels.

   b. Microfiche - A sheet of film usually 4 x 6 inches with 60 to 100 pages reproduced on each fiche. One form of fiche, not yet purchased by this library, is ultrafiche, which can have more than 3000 pages (about 7 to 10 volumes) on each fiche.

2. Opaque (printed on paper card stock)

   a. Microcard - 3 x 5 or 4 x 6 inch cards.

   b. Microprint - 6 x 9 inch cards. Each card contains 100 pages. Published only by Readex Microprint Corp.

Reasons for Use:

1. Reduction in storage space. Microforms can save 95% of a library's storage space.

2. Makes available many out-of-print materials which are difficult or expensive to obtain.

3. Replaces flimsy materials, such as newspapers.

4. Easier and less expensive to obtain, replace, copy and distribute to other libraries than the same publication in book form.

Location:

Microforms in this library can be found in four places.

1. Microforms and Listening Center, 1st floor.
   The largest collection of microforms in the library is housed here with appropriate viewing and printing machines (see Equipment below).

2. Government Publications Department, 3rd floor
   Mostly microprint (see Government Publications section of syllabus). Some microfilm and microfiche also. Has a few viewing machines.

3. Education Resource Center, 4th floor
   Has Educational Resources Information Center (ERIC) collection of microfiche with fiche viewers and a printer.

4. Sciences and Engineering Library, 5th floor
   All microforms with call letters Q through V and other material on scientific subjects. Appropriate machines for viewing available.

Guides to Location:

1. Main card catalog
   Microforms are listed in three ways in the main card catalog.
   a. Last line of call number is Film, Microprint, Microcard, or Microfiche.

   b. Location symbol in upper left hand corner of card is "Microform" followed by a letter/number combination. Those materials located in Sciences will have "Sci" following the symbol.

   c. Certain large microform collections will have their own classification symbol in upper left hand corner of the card. An example is HRAF (Human Relations Area File).

2. Serials printout - includes periodicals and newspapers found on Microform.

3. Periodical shelflist - a card file located in the Current Periodicals Reading Room. Indicates titles and issues of periodicals which are on microform.

Equipment:

Each format and size of microform requires a different reading or viewing device. While all machines perform the same basic function, i.e. illuminate and magnify microforms, they do differ in size, shape, sophistication and price. Retrieval devices are of two basic types: Readers and Printers.

1. Readers - Most read only one type of microform; some will read more than one but usually the user must attach a special gadget for the adaptation. There is a staff member on duty at all times and the room is open to assist patrons in using these machines.

2. Reader-Printers - Designed not only for viewing microforms, but also has the capacity of making full-sized hard (paper) copies of documents on microform. We charge ten cents per exposure for a print. There is a microform printer in Microforms-Listening Center and fiche printer in Education Resource Center, 4th floor. At the present time we have no machine that will copy the opaque material.

Examples of what can be found on microform:

Most of the types of materials that can be found in the library can also be found on microform. Some examples follow.

1. *Books*- Some individual titles can be found on microform. Most of these are doctoral dissertations. However, most books on microforms are in large sets. For example, there are:

   a. Sabin, Joseph.
   Selected Americana from Sabin's Dictionary of Books Relating to America. Lost Cause Press, 1966? -
   Full text copies of books listed in above bibliography. An on-going project arranged alphabetically by author: only A through C presently received.

   b. Early American Imprints 1639 - 1800. American Antiquarian Society. 1956 - 1970?

   Includes all material listed in American Bibliography by C. Evans and R. Bristol's "not-in-Evans" items. Consists of approximately 27,500 cards in 132 boxes.

2. *Periodicals* - Includes some periodicals not available in other form and duplicates of popular titles such as Time, Newsweek, Life, Sports Illustrated, and many more.

3. *Newspapers* - Includes major U.S. newspapers like New York Times, Los Angeles Times, Washington Post, etc. Also leading foreign newspapers such as London Times, Pravda, LeTemps (Paris). There are also sets of early American newspapers and underground newspapers.

4. *Government publications* - Includes many early U.S. documents, Presidential papers, consular and diplomatic despatches, United Nations documents and U.S. documents from the Monthly Catalog (see section on Government Publications).

5. *Sets* - These are groupings of publications of all types that are put together as a means of easier access for information on certain subjects. Three examples follow.

a. Human Relations Area Files. An on-going collection of primary source materials covering a wide variety of cultures, largely nonwestern. Includes copies of articles, books and manuscripts. Ethnographic accounts predominate. Intended mainly for anthropologists and related behavioral scientists but useful in other disciplines as well. Microfiche; has indexes and outlines.

b. Newsbank, Urban Affairs Library. Arcata Microfilm 1970-
A comprehensive microfiche library on urban affairs. Includes clippings from more than 150 newspapers from 103 cities, arranged under 12 subjects pertinent to urban affairs, i.e. education, employment, law and order, race relations, etc. Microfiche with looseleaf index.

c. Landmarks of Science. Readex Microprint Corp. 1966-
Project which numbers about 15,000 cards is now half-finished. When complete will include the collected works of about 300 outstanding scientists and the significant work of 3,000 additional scientists. An index is planned for this series when it is finished in five years. Arranged alphabetically by scientist.

Many of the above (especially newspapers and sets) have indexes to enable you to find the items you want. For help in locating items or in the use of machines or any question you might have on microforms, ask a staff member in any of the areas mentioned in part D above.

OTHER NON-BOOK MATERIALS

Types:

1. Nonprojected - pictures, maps, charts, graphs, etc.
2. Projected - slides, filmstrips, transparencies, videotapes.
3. Audio - discs, tapes and tape cassettes.
4. Kits - Combination of audio and projected material.

Location:

1. Nonprojected - These can be found in various vertical file collections throughout the library. Picture files exist in the Education Resource Center. Prints can be found in Lower Division. Although the campus' major map collection is in the Geography Department, the Research and Reference Department on the second floor and Sciences and Engineering Library on the fifth floor have a number of maps. The library even has games, mostly in the Education Resource Center.
2. Projected - These can be found in the Microforms and Listening Center and the Education Resource Center. Motion pictures, only a few of which have been purchased and cataloged by the Library, are housed elsewhere on campus -- in Audio-Visual Services.

3. Audio - The major collection is in the Microforms and Listening Center. Education Resource Center and Sciences and Engineering Library have a few records. We have about 3,000 records or phono discs and about 250 tapes and tape cassettes. These include spoken word (plays, speeches), instruction and ethnic music. Since the Music Department has an excellent collection of classical music, we do not have many in our collection. Tapes of some professors' lectures and of talks of famous personalities who spoke on campus are also available.

4. Kits - Most of these are found in the Education Resource Center. Some can be found in the Microforms and Listening Center.

Guides to location:

1. Main card catalog - Most non-book materials that are found in the Microforms and Listening Center are listed in the main card catalog. The exception is older musical recordings. Symbols for audio-visual material are:

   SS - Slides
   T - Tape
   TC - Cassettes
   K - Kits

   Four numbers with no symbol are used for recordings.

2. Microforms and Listening Center - The only complete file of the audio-visual material located in the Center is located there.

3. Education Resource Center - The Instructional Materials Catalog is the only record in the library of the non-book materials located in the Education Resource Center.

Equipment:

1. Microforms and Listening Center - Phonographs, tape and tape cassette players, slide projector and viewer.

2. Education Resource Center -

   a. Projectors - slide, opaque, overhead, filmstrip, film loop

   b. Viewers - slide, filmstrip, film loop

   c. Tape recorders

   d. Record and tape cassette players

   e. Transparency maker - makes transparencies for overhead projectors.

REVIEW QUESTIONS

1. What are the four types of microforms?
2. Name the places in the library where microforms can be found.
3. How can you find out if the library has a microform?
4. Where can maps be found?
5. Where can one find records in the library?
6. Where is the only complete file of the holdings of audio-visual materials the library has?
7. Where else on campus can one find these materials?

9. PREPARING AN ANNOTATED BIBLIOGRAPHY

Bibliographies are not hard to create if you understand what you are doing and why you are doing it, and if you have had some practice at it. There are two important principles behind every bibliography. First, the reason for making the bibliographic entry is to give enough information to readers to enable them to locate your source. Many a library user has come to the reference desk in desperation because he has been unable to retrieve an intriguing, but inaccurate and incomplete, reference given in someone else's bibliography. Second, consistency is essential. There are several possible formats for a bibliography, but once you have chosen one, stick to it.

FORMAT

Citations in a bibliography should be complete and correct. They should include, as a bare minimum, the author, title, place of publication, and date of publication for the work. Some people also like to include the number of pages in the work, but this is not essential. Page numbers are required, however, if you are citing a work that is part of a larger one, such as an article from a journal. In such cases, the page numbers are necessary if the bibliography user is to readily locate your source.

Examples: 1. BOOK (No page numbers given)

Hymes, Dell, ed. Language in Culture and Society; a Reader in Linguistics and Anthropology. New York: Harper and Row, 1964.

2. JOURNAL ARTICLE (Page numbers required)

Rosenthal, Robert. "The Pygmalion Effect Lives," Psychology Today, September, 1973, pp. 56-63.

If there is no author, list the work by title; if there is no title (as is the case with some newspaper items), list it by the source periodical or newspaper.

Example: "Giscard Wins a Split Decision," Newsweek, May 27, 1974, pp. 44-49.

For more information about bibliographic format for specific types of works, consult one of the style manuals recommended at the end of this chapter.

MAKING AND ARRANGING THE BIBLIOGRAPHY

When you begin preparing your bibliography, use either index cards or slips of paper, and put only one reference on each card. This may seem like a waste of paper, but it will make it easier for you to classify and alphabetize your references when you put your bibliography in its final form. Get all the information you will need for the final bibliography as you are using your references. Many a student has had to rush back to the library after typing a paper to get a missing publisher's name, volume number, or date. This is not only annoying; it may even make you miss your deadline.

Should you classify your bibliography, and, if so, how? One rule of thumb is: if the bibliography contains fewer than twenty items, don't classify it; if it contains more than twenty, do. If you have many references and decide that classification would be advisable, there are three principal types of classifications:

1. By type of publication. In such a bibliography, you would make one list for the books, one for the periodical articles, one for the newspaper editorials, and so on.

2. By the various topics dealt with in your paper. For example, in a paper on factors leading up to the French Revolution, you might classify your references in this way:

    a. Social and economic conditions.

    b. The political system.

    c. Influences of Enlightenment philosophy.

3. By primary and secondary sources. This classification scheme can by especially useful for bibliographies accompanying papers on literature. In a paper on F. Scott Fitzgerald, you would list his stories and novels as primary sources, and the critical works as secondary sources.

Whether or not you decide to classify the bibliography, it is very important to alphabetize your entries. Alphabetize the entire bibliography if you have not classified it; do it within each classification if you have. Alphabetize items by the last name of the principal author, inverted, leaving the names of any secondary authors in natural order.

Example: Fader, Daniel N., and Elton B. McNeil. Hooked on Books: Program and Proof. New York: Putnam, 1968.

If no author is named, use the first word of the title in alphabetizing, disregarding words such as "a, an, and the" at the beginning of the title.

Examples: "Creativity and TV--A Depressing Picture," Psychology Today, November, 1973, pp. 14-15.

(Alphabetize by creativity)

The Times [London]. December 17, 1963, p. 10.

(Alphabetize by Times)

SELECTIVE OR COMPLETE BIBLIOGRAPHY?

When you are preparing the bibliography for a paper you have written, should you include everything you have read while doing your research, or should you limit yourself to describing the best and most pertinent works on your subject? This decision is one that professional bibliographers also make--is this bibliography to be an exhaustive list of everything written on the topic at hand, or is it to be a guide to the best materials available? While there is a place for both types, your bibliography is likely to be more beneficial to a future reader if you limit it to the most useful materials you have found. You must, of course, include any items you quote or to which you make reference. Annotations can be a great help to users of your bibliography, and you should seriously consider including them.

THE ART OF ANNOTATING

A good annotation presents the essence of a work in a brief statement. Ideally, it should describe the content and scope of the publication, and indicate its relevance to the topic of the bibliography. If possible, use annotations to compare and contrast the items in your bibliography. Don't be vague; try to avoid excessive use of words such as "interesting" and "helpful." Here are examples of an ineffective and a useful annotation for the same book:

Kozol, Jonathan. Death at an Early Age. Boston: Houghton Mifflin, 1967.

Ineffective annotation: An interesting book about ghetto schools.

Useful annotation: A former ghetto schoolteacher describes the degrading conditions and demoralizing influences forced upon the pupils in Boston's inner city schools.

As you can see, the second annotation tells you not only that the book is about schools in the slums, but also that the author used to teach in them and feels that they are seriously inadequate.

A SAMPLE ANNOTATED BIBLIOGRAPHY

Subject: Censorship

1. A book by one author.

Hutchison, E. R. Tropic of Cancer on Trial; a Case History of Censorship. New York: Grove Press, 1968.

While McClellan's work Censorship in the United States (see item 2) presents many aspects of the censorship issue, this book concentrates on a single instance, the court cases which ultimately lifted the ban on Henry Miller's controversial novel.

Told from an anti-censorship point of view, the book includes background material about the novel itself and its publication history, as well as the legal battles it inspired. Extensive notes and an excellent bibliography accompany the work.

2. A collection of essays, editor named.

McClellan, Grant S., ed. Censorship in the United States. New York: H. W. Wilson Co., 1967.

A collection of short articles on censorship, this work treats several aspects of the issue. The selections consider the nature of pornography and obscenity, as well as the work of the courts in this area, the relationship of a free press to national security in our society, the concept of intellectual freedom, and the question of academic freedom.

3. A collection of essays, no editor named.

Censorship: For and Against. New York: Hart Pub. Co., 1971.

This is a collection of provocative essays written by both advocates and antagonists of censorship. While none of the contributors is, or claims to be, impartial, the book presents stimulating opinions on both sides of the question. Contributors include Judith Crist, Eugene McCarthy, and Max Lerner.

4. A signed magazine article.

Mishan, Ezra. "A Modest Proposal; Cleaning Up Sex Pollution," Harper's Magazine, July, 1972, pp. 54-56.

Mishan advocates limiting pornography to certain areas of cities and certain sections of the media, so that those who so desire have access to it, and those who wish to avoid it can readily do so.

5. An unsigned magazine editorial.

"Giant Step Backward," The Nation, July 16, 1973, pp. 37-38.

An editorial opposing the Supreme Court decision to leave definitions of obscenity to state and local authorities, claiming it gives "a green light for suppression."

6. A newspaper editorial.

Wall Street Journal, April 25, 1973, p. 22.

An editorial supporting the Federal Communications Commission's attempts to control overly-frank radio talk shows.

7. An article from a specialized encyclopedia.

Abraham, Henry J. "Censorship." International Encyclopedia of the Social Sciences. New York: Macmillan and the Free Press, 1968, II, 356-60.

The article defines censorship, dividing it into four types: political, religious, anti-obscenity, and limits on academic freedom. Writing from a liberal point of view, the author gives the history of censorship from Biblical times to the present, and emphasizes the techniques employed and justifications used at various periods in history. His analysis of the principles behind censorship is particularly perceptive.

8. Unsigned article, but author's initials given, from a general encyclopedia.

K[onvitz], M[ilton] R. "Censorship." Encyclopaedia Britannica, 1970, V, 161-67.

The article outlines the history of censorship, then shows how it has affected such areas as comic books, the stage, motion pictures and broadcasting, school textbooks and libraries, and birth control literature.

9. A government publication.

U.S. Commission on Obscenity and Pornography. Technical Report. Vol. II, Legal Analysis. Washington: Government Printing Office, 1971.

This, the second of nine volumes of the controversial study, concentrates on the legal aspects of obscenity and pornography. Section one describes the current state of U.S. law; section two examines the history of obscenity laws in Great Britain and the U.S.; and section three presents the state of obscenity laws in several foreign nations. The study is detailed and carefully documented and provides a concise, yet thorough, analysis of pornography laws.

10. A government publication: Congressional hearings.

U.S. Congress. House. Committee on the Judiciary. Antiobscenity Legislation. Hearings, 91st Cong., September 25, 1969 - April 16, 1970. Washington: Government Printing Office, 1970.

These hearings constitute a lengthy document, but they are worth reading because they include testimony from legislators, university faculty members, clergymen, representatives of anti-smut organizations, publishers, and motion picture producers. The appendices include the texts of House bills on pornography and background materials, such as the Danish regulations on selling pornography to minors and an anti-smut article by J. Edgar Hoover.

11. An unpublished doctoral dissertation.

Mattson, Marylu Catherine. "Censorship and the Victorian Drama." Unpublished Ph.D. dissertation, University of Southern California, 1969.

Describes the struggles of dramatists such as Wilde and Shaw to combat censorship of the drama in nineteenth century England. A good illustration of censorship of social activists by proponents of the existing order.

STYLE MANUALS

Although the above bibliography gives you a general idea of correct bibliographic form, you are certain to have citations which do not quite fit the examples. Consulting one of the style manuals listed below should answer your questions about how to list a given item. You may, at one time or another, be instructed by a professor to use MLA style or another specific format for your bibliography. These various bibliographic formats give the same basic information, for the most part; they merely vary the order or the manner in which it is presented. Here are a few of the most important style manuals in use today, along with their call numbers:

PE
1478
A57
1967
Ref

1. American Psychological Association. Publication Manual of the American Psychological Association. Washington: 1967.

(Used often in the social sciences.)

LB
2369
C3
1974
Ref

2. Campbell, William G., and Stephen V. Ballou. Form and Style: Theses, Reports, Term Papers, 4th ed. Boston: Houghton Mifflin, 1974.

(Frequently used at San Diego State University.)

Z
250.6
P5 C64
1972
Ref

3. Council of Biology Editors. Committee on Form and Style. CBE Style Manual, 3d ed. Washington: American Institute of Biological Sciences, 1972.

(An example of a science style manual.)

Z
253
M6
1970
Ref

4. Modern Language Association of America. The MLA Style Sheet, 2d ed. New York: 1970.

(Recommended by many literature professors.)

LB
2369
T8
1973
Ref

5. Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations, 4th ed. Chicago: University of Chicago Press, 1973.

(A good general guide, which includes chapters on bibliographies and footnotes.)

REVIEW QUESTIONS

1. What is the main reason for making a bibliography?

2. What information is necessary in a complete bibliographic citation?

3. When should you classify a bibliography? What are some of the different ways of doing it?

4. How do you alphabetize a bibliographic citation which has no author listed?

5. What are the advantages of a selective bibliography?

6. Name some characteristics of a good annotation.

7. How can a style manual help you when you are preparing a bibliography?